

Standing orders for HKSA (UK) procedures

Last updated: 31 Jul 2025

Structure of the organisation

1. Recruitment of new members

1.1 New members must be recruited at least once, but no more than three times in an academic year.

1.2. Any persons between the age of 15 and 25, and currently in secondary or higher education (undergraduate) are eligible to apply.

1.3. For the availability of and applicants to fill out applications and attend interviews, recruitments are recommended to be carried out in the summer holiday, Christmas and Easter (recommended in this order).

1.4. Applications are to be filled out via Google Form and advertised on social media.

1.5. Applications are reviewed, and interviews are carried out by the President/either Vice President and an executive committee member that relates to their committee application. Interview guidelines are updated and passed on to the next executive committee by the current President.

1.6. If an interviewer has a conflict of interest with the applicant (i.e. they have had contact with the applicant prior to the interview), they have to declare conflict of interest and involve another committee member in the interview process.

1.7. After all interviews have commenced, executive members have 14 days to inform applicants of the outcome through email. Successful applicants have 14 days to pay the committee member fee and receive the Whatsapp community link.

2. Recruitment of subordinate committee

2.1. Subordinate committee members are recruited after the formation of the executive committee. They have to be finalised by the end of August.

2.2. Any members of the general committee are eligible to apply. Refer to appendix 1 for list of subordinate committee roles to recruit for (note that numbers can be adjusted according to needs and workload of the overseeing executive committee member).

2.3. Applications are to be filled out via Google Form and advertised in the general committee group chat.

2.4. Roles with one applicant will be automatically assigned to that applicant. Roles with more than one applicant will require an interview by the overseeing committee member and the President/Vice Presidents. The allocation should be decided based on a mix of interview performance, previous contribution and relevant experience (in this order).

2.5. A committee member should not take up the same subordinate committee role for more than two consecutive years. They should be encouraged to use their experience in executive committee roles or allow other committee members the opportunity.

3. Recruitment of executive committee

- 3.1. For the process of recruitment, refer to the internal constitution. Recruitment should start no later than the start of February.
- 3.2. The Internal Vice President is responsible for scheduling and preparing for hustings. They should first consult candidates on their availability during the period of hustings, then provide at least three dates for the general committee to choose their availability for. Hustings must be attended by more than half of general committee members.
- 3.3. For hustings, the Internal Vice President should advise candidates to address these aspects in their speeches: why they are fit for the role, relevant experiences, plans for the term if elected.
- 3.4. The Internal Vice President should compile a document of candidates (for all roles) information to release to the general committee prior to hustings. This should include a brief self introduction of the candidate, a photo of the candidate, and their current contributions in HKSA.
- 3.5. The Internal Vice President should also create an anonymous Google Form to release to the general committee prior to hustings, so committee members can submit questions for candidates.
- 3.6. After the election, the Internal Vice President should request feedback on their recruitment process from all candidates, and summarise findings into an evaluation document.

4. Handover of executive committee

- 4.1. The handover of executive committees is conducted between July and September. After the current executive committee members meet for the July regular meeting and finish off their last sub-committee meetings, they should create an evaluation report for their sub-committee, and compile their recommendations in the excos handover document to be passed on every year. This should be completed by the end of July.
- 4.2. In the start of August, the new executive committee should meet to start planning for the new academic year. They should also begin to recruit subordinate committee members and meet with the new sub-committee in September to plan for the academic year.
- 4.3. Between July and September, the current and new executive committee members should meet at least once to pass on any advice or project follow ups. This is between each role respectively, e.g. the current and new secretary.
- 4.4. The current and new President and Vice Presidents should meet at least once between July and September to advise on the academic year plan.
- 4.5. The current executive committee should also involve the new executive committee in recruiting new general committee members during the summer. The current executive committee is responsible for organising the recruitment, but the new committee should join in interviews and discussions.

5. Handover of regional leads and project leads

- 5.1. In their final regular meeting of the academic year, regional and project groups should elect their new regional or project lead.
- 5.2. A regional lead cannot take up the role for two or more consecutive years. A project lead cannot take up the role for more than two consecutive years.
- 5.3. By the end of July, the current regional and project lead should complete an evaluation report and add to the handover document to be passed on every year. The evaluation report should be submitted to the executive committee via the regional/national events officer, and the handover document to be shared to the new lead.
- 5.4. Between July and September, the current and new leads should meet at least once to ensure the new lead has planned a timeline for the upcoming year, and advise on recruitment of the project team. Once the new project team is formed, the handover is complete.

Projects

6. Starting a project

- 6.1. Committee members should submit their new ideas for projects using the '[HKSA event/project suggestion](#)' Google Form, detailing the funds and members needed, as well as type and description of the project.
 - 6.1.a. This applies to national projects only. Regional projects should be suggested to the regional lead, then approved by the regional events officer.
- 6.2. The General Secretary is responsible for checking the form monthly. They should bring forward all the responses to the President, Vice Presidents and relevant officers for discussion.
- 6.3. Once projects are greenlit, the proposer will be the project lead automatically, and has three weeks to form the full team. If they fail to recruit a full team, the start of the project will be postponed until after the next round of general committee recruitment. Committee members who can only start contributing after three weeks (if they have exams/commitments to finish off) still qualify as part of the team.
- 6.4. After the team has formed, they have three weeks to set up the first meeting to plan their project timeline, objectives, individual duties etc. This must be reported to the supervising executive committee member by the end of the 3+3 week period.
- 6.5. All projects must submit a budgetary plan by the end of the 3+3 week period.
- 6.6. A full project team must include: the project lead (taken up by one or two members), treasurer (one member), secretary (one member, but members can take turns taking minutes if there are not enough volunteers), marketing (one or two members depending on the scale of the project).

7. Operations

- 7.1. At least every two months, the project team needs to meet once to catch up on their progress and update their targets. The meeting must include at least half (ideally all) of team members to be a valid project meeting.

- 7.2. Each team member is allowed to skip no more than two meetings consecutively, and must be present in more than half of all meetings throughout the academic year.
- 7.3. After regular meetings, the project secretary should update the [progress updates](#) and the treasurer should update the budget.
- 7.4. Any expenses that have to be claimed must have receipts uploaded in the project folder, as well as any signed agreement. The folder should be shared with the executive committee.

8. In person events - applies to both national projects and regional events

- 8.1. Before the day of the event, the project secretary/regional lead should send out a list of members (committee & recruited helpers) who will be attending, including their planned time of arrival and departure.
- 8.2. Any attendants who need to bring family or friends who are not a part of HKSA are only permitted under special circumstances (e.g. no one to look after their siblings) by the lead. They need to inform in the group chat whether the guests are under 18, and/or have any special needs that the team may need to accommodate.
- 8.3. We do not accept friends of committee members who volunteer to help out, unless the event is severely understaffed. If the team finds they need more volunteers that they did not recruit in advance via an official selection process, the volunteers must be approved by the lead and reported to the President and Vice Presidents. Their attendance and times of arrival/departure must also be stated in the group chat.
- 8.4. Any group social plans (involving 2 or more members in the event) after the event (e.g. having dinner together) must be declared at least 12 hours before the event in the group chat. All members attending the social must ensure they have secured transport to go home before choosing to attend. HKSA is not responsible for incidents at post-event socials.
- 8.5. On the day of the event, registration must be taken of when members arrive and depart.
- 8.6. Members are encouraged to inform the group when they have safely boarded the transport home, and must report when they have reached home/their second destination.
- 8.7. 5 hours after the event/social at the latest, the lead must report to their supervising executive committee member that all members have safely reached their second destinations. The supervising executive committee member also has responsibility to reach out to the lead if they do not receive the notification 5 hours afterwards.
- 8.8. Any problems with going home (i.e. the member has not reached their second destination 5 hours after the event, and this was not intended e.g. a train delay or cancellation) must be reported immediately to an executive committee member, who should alert the executive committee in the group chat.
- 8.9. In the event of 8.8, the President (or External Vice President if the President is unavailable) has the responsibility to check on the travelling member personally and ensure they have reached the second destination, or a safe place (e.g. hotel) to stay for the night.
- 8.10. Committee members attending in person events involving under 18 participants (without guardian supervision) must have a DBS check, except if the event targets 16-25 years olds.
- 8.11. Only committee members over 18 are allowed to organise and/or attend in person events that target all over 18 participants.

8.12. Any unwanted personnel during the event must be kindly asked to leave at 30 minutes of their presence the latest. If they refuse to leave, members should request the external event organiser, or venue security to escort them out, or contact the police directly.

8.13. In the events of 8.12, the lead should report immediately to an executive committee member, who should alert the executive committee in the group chat.

8.14. In the events of 8.12, the President (or External Vice President if the President is unavailable) has the responsibility to ensure the issue is resolved, or liaise with external parties if needed.

9. Contributions

9.1. Project leaders are allowed to remove members from the project group chat (and subsequently, the project) if they have not contributed in the past 2 months, and did not explain why they will be inactive.

9.2. This applies to: any national project, any regional project, youth advocacy, marketing, as well as any future projects/groups formed by volunteering committee members.

9.3. This does not remove members from the HKSA committee, as those removed are expected to contribute in other projects (and they may return to the project under the project lead & the group's discretion)

9.4. The removal process is as follows:

9.4.1. At the end of every 2 months, project leaders are asked to review the list of project contributors and create a list of members who have not contributed in the past cycle to be removed from the group chat.

9.4.2. This list, together with a brief explanation why these members are to be removed, are to be shared to the supervising executive committee member.

9.4.3. Members on the list are removed from the group chat when the executive committee member agrees with the list.

9.4.4. Members who are removed can appeal to project leaders, providing evidence of their contribution.

9.4.5. If the member and project leader disagree on the member's contribution, the appeal is passed on to be reviewed by the supervising executive committee member, or the supervising vice president if the executive committee member is the project leader.

9.4.5.a. Any national academic projects are supervised by the academic officer, any national careers planning/youth development projects and youth advocacy are supervised by the youth development officer, other national projects are supervised by the events officer

9.4.5.b. Any regional projects are supervised by the regional events officer

9.4.5.c. The marketing group chat is managed by the marketing officer, and second appeal is reviewed by the External Vice President.

9.5. Contribution is defined by any activity that helps the project move forward, for example (this is not an exhaustive list - a contribution must add value and progress to the project. Any disagreement will be reviewed by the executive committee):

9.5.1. Attending and speaking in meetings

9.5.2. Attending and helping at the event

9.5.3. Creating documents/files (photos, videos, recordings etc) needed for the project

9.5.4. Contacting third-parties on behalf of the project

9.5.5. Responding to texts on the group chat (responses count as contribution when they add a new opinion, this means replying "ok" to a suggestion does not count when others

have already agreed, but counts when there are no other responses and this agreement solidifies the suggestion)

9.5.6. Purchasing resources for the project

10. End of a project - applies to both national projects and regional events

10.1. The end of a project is defined by either the end of the project timeline, or end of the academic year, whichever is earliest.

10.2. At the end of the project, the project lead must lead the project team to write the evaluation report and share the report to the executive committee. The project should evaluate strengths and weaknesses of the project, as well as recommendations for future events/operations next year. The treasurer should also submit a budgetary report three weeks after the end of the project at the latest.

10.3. If the project is continued next year, the project lead will be selected as outlined by 5.1 and 5.2.

11. Reimbursements

11.1 All reimbursements must be filed through the 'HKSA Reimbursement Form' Google Form, with receipts attached in the form.

11.2. Payments will be processed at the end of each month by the Treasurer and their secretary for expenditure.

11.3. Transportation reimbursements are capped at GBP £30 pounds. Members should aim for the cheapest option possible (using Splitsave, buying from the official websites, not purchasing first class). Any disputes on the spending will be decided by the Treasurer and President together.

11.4. Item purchases will be fully reimbursed as long as the item is used up in the event, or can be reused and recorded in the [HKSA inventory](#) (only items above value of £10 GBP are eligible to be recorded, but items of any value can be submitted for reimbursement). If the member decides to keep/use the item for themselves they will be reimbursed for the amount used during the event only.

Official documents and record-keeping

12. Constitution and Standing Orders

12.1. The Internal Constitution and Standing Orders are up to review by the executive committee in May, inviting proposals by the general committee. The new versions must be finalised and passed by the general committee by the end of July. If the new version does not pass, the executive committee can submit amendments according to 12.2.

12.2. Any changes to be made outside the review period (May to July) must be motioned and debated. Changes to the Internal Constitution must be voted by the general committee, changes to the standing orders are voted by the executive committee but the President can choose to extend voting to the general committee.

13. General documents

13.1. All documents must be kept in the HKSA Google Drive and in the relevant folder. It is the responsibility of the internal secretary to check regularly and ensure this is followed.

13.2. Committee members must view and edit HKSA documents using the account they registered with HKSA (and which the drive has shared access to).

13.3. All documents should be proofread and double-checked, regardless of the source of information.

13.4. Committee members must not leak or deliberately announce information in documents to third-parties, as they are shared within the organisation only. This is especially true for the executive committee, who has access to their own folder.

13.5. If the nature of the project requires a folder with exclusive access to the project team only (e.g. Mentorship Programme, as there are confidential details of participants), the project lead should request the folder to be created by the General Secretary. The folder should be shared to the President and the supervising executive committee member as well.

13.6. Should anything need to be clarified, signpost to the relevant committee in charge and double confirm details. Never recklessly assume details, or even take action. This includes reminding the relevant committee (s) to send any deadline reminders.

13.7. Failure to comply with this section will be treated as violations, which are to be handled according to section 10.5 of the Internal Constitution.

14. Meetings and schedulings

14.1. Online meetings between HKSA and third-parties should be conducted via Google Meet, and the link should be generated by the secretary committee or the President, or the Vice Presidents using the HKSA email account. The link should be generated at least 12 hours before the meeting and shared to the relevant group chat.

14.2. 14.1 does not apply to project meetings, which should be generated by the project lead and shared to the project group chat at least 24 hours before the meeting.

14.3. Before the meeting, the secretary of the project/committee should create a minutes document stored in the project folder, titled after the date and type of meeting. The minutes should indicate the date, time, agenda of the meeting. The secretary should make notes of attendees and discussions during the meeting. After the meeting they should create a list of actions to be completed, and share to the project group chat.

14.4. Any meetings conducted with non-HKSA members must be scheduled and hosted using the official HKSA email (hksauk.official@gmail.com) to ensure record-keeping.

15. Documents involving third-parties

15.1. Documents involving third-parties may include sponsorship agreements, participation agreements, collaboration agreements.

15.2. Agreements must be shared and signed by the third party as an acknowledgement of the terms. It should reflect what has been verbally communicated.

15.3. Verbal communication must be recorded and stored in the Google Drive after being checked by the third party.

15.4. Drafted agreements must be approved by the President before being shared to the third party. If there are any amendments, the President must also be notified.

15.5. Any agreements to be signed must be signed by the President, and reviewed between the President, Vice Presidents and the relevant executive committee member(s).

15.6. If members are confused by any wording in the documents, they must seek clarification from the source to avoid misunderstandings.

Motions & voting

16. Motions

16.1. Committee members must submit motions to propose:

- a. Any changes to the Internal Constitution or the Standing Orders - requires a 2/3 majority to pass
- b. Spending for sponsoring societies - requires a 2/3 majority to pass
- c. Spending above £50 that is not relevant to a project - requires a simple majority to pass
- d. Spending above £300 that is relevant to a project - requires a simple majority to pass
- e. Any action that impacts the organisation's ethos, brand or safeguarding policies - requires a 2/3 majority to pass.

16.2. Motions can be submitted by any committee member on the [‘Motions’ Google Form](#), but must be either a) proposed/supported by an executive committee member, or b) supported by 5 general committee members. This does not apply to no-confidence motions of executive committee members or society sponsorship proposals.

16.3. Motions must follow the format as outlined in the ‘Motion Format’ document in the HKSA Google Drive (in the ‘Admin’ folder).

16.4. The executive committee should vote on motions for:

- a. Any spending
- b. Any changes to the Standing Orders.

16.5 The general committee should vote on motions for:

- a. Any changes to the Internal Constitution
- b. Any action that impacts the organisation's ethos, brand or safeguarding policies.

16.6. The proposer of the motion can request the motion to be voted by parties different to what is proposed by 16.4 and 16.5, which is up to the President to approve, reject or call for the executive committee to decide.

17. Voting procedures (executive committee)

17.1. All motions must be shared in the executive committee group chat 24 hours before the meeting. The General Secretary then has the responsibility to copy all motions into the meeting minutes.

17.1. The President is responsible for chairing executive committee meetings, which includes a segment of voting for motions after all agendas have cleared.

17.2. In absence, the President may nominate another executive committee member to serve as a temporary chair. If they fail to nominate a temporary replacement, the General Secretary should chair the meeting.

17.3. The chair has responsibility to ensure different viewpoints are equally and impartially covered and allocate at least 5 minutes for motion to be presented and debated.

17.4. The chair also has power to conclude the debate and move on to voting once debate has proceeded for longer than 30 minutes.

17.5. The voting procedure is as below:

- a. The written motion must be presented to all executive committee members (via screen sharing) and verbally introduced by the proposer. This requires the proposer to be present at the section of the meeting.
- b. Attendees are encouraged to propose amendments and present their views, recorded by the General Secretary. The proposer can choose to accept or reject the amendments.
- c. The number of votes needed to pass the motion must be communicated by the chair to the attendees.
- d. The secretary should note: for the members present and absent, their names, positions and voting intentions.
- e. All absent members have 24 hours after the meeting to add their vote to the minutes.

17.6. All executive committee members are eligible to cast one vote, weighted equally. They can choose to vote YES (AGREE), NO (REJECT), or ABSTAIN (NO PREFERENCE).

17.7. After all votes have been casted, the General Secretary should announce the voting outcome and release the meeting notes to the general committee.

18. Voting Procedures (general committee)

18.1. All motions must be submitted to the General Secretary or the Internal Secretary one week before the annual general meeting. The secretary committee then has the responsibility to copy all motions into the meeting minutes, and share all motions to the general committee at least 3 days before the meeting.

18.2. The President must chair the Annual General Meeting, which includes a segment of voting for motions after all agendas have cleared.

18.3. The President has responsibility to ensure different viewpoints are equally and impartially covered and allocate at least 5 minutes for motion to be presented and debated.

18.4. The President also has power to conclude the debate and move on to voting once debate has proceeded for longer than 30 minutes.

18.5. The voting procedure is as below:

- a. The written motion must be presented to all committee members (via screen sharing) and verbally introduced by the proposer. If the proposer is absent, they should record a video introducing the motion to be played in the meeting.
- b. Attendees are encouraged to propose amendments and present their views, recorded by the General Secretary. The proposer can choose to accept or reject the amendments. If the proposer is absent, the President has responsibility to inform the proposer of the amendments, and the motion will be voted on WhatsApp in a 3 day period after the proposer decides to make amendments or not.
- c. The number of votes needed to pass the motion must be communicated by the chair to the attendees.
- d. Voting commences as the General Secretary sends out a poll on the general committee WhatsApp group chat, and ends 5 minutes after that.

18.6. All executive committee members are eligible to cast one vote, weighted equally. They can choose to vote YES (AGREE), NO (REJECT), or ABSTAIN (NO PREFERENCE).

18.7. After all votes have been casted, the General Secretary should announce the voting outcome and release the meeting notes to the general committee.

18.8. Members may submit emergency motions if the issue at hand must be resolved, and action must be taken before the Annual General Meeting. They can request if the motion should be voted in a meeting or via Google Form, and the executive committee should vote to agree whether the motion is to be voted in such a way.

18.9. If the proposer requests a meeting, the President is responsible for scheduling emergency meetings after sending out an availability poll on the general committee group chat. The date with highest availability will be selected.

18.10. Meeting procedures are the same as outlined in 18.5.

18.11 If the proposer requests a Google Form, the President is responsible for releasing the motion and the poll for three days in the committee group chat. Amendments proposed will also be voted in subsequent polls.

19. committee meeting schedules

General committee

1. Annual General Meeting (Refer to 9.2 in Internal Constitution)

Executive committee

1. August - introductions as the new executive committee, organise recruitment of subordinate committee, broad academic year goals
2. October - report on meetings with subordinate committee, solidify any goals
3. January - report on meetings with subordinate committee and progress
4. April - report on meetings with subordinate committee and progress, plan AGM
5. July - final meeting of the academic year, report on meetings with subordinate committee and progress, finalise work done this year

Financial committee

1. September - introductions of the committee, an estimated budget plan and plan for welfare to be shared to general committee by end of October
2. December - update the budget and any anticipated income/expenditure
3. March - update the budget and any anticipated income/expenditure, prepare template for financial report (so data can be inputted easily later for AGM)
4. May/June - prepare financial report to be published with the general report

Secretary Committee

1. September - introductions of the committee, agree on methods of organisation and communication, plan for tasks throughout the year

2. December - ensure the drive and email are organised, project tracker and updates are updated monthly
3. April - ensure the drive and email are organised, project tracker and updates are updated monthly, discuss structure of annual report and distribute writing tasks
4. May/June - combine annual report drafts and finalise to be published for AGM

Academic and youth development committee

1. September - joint meeting with events committee for a plan of the academic year
2. December - update on project and event progress, discuss any new ideas
3. April - update on project and event progress, discuss any new ideas
4. July - finalise and evaluate work completed over the academic year

Events committee

1. September - joint meeting with academic and youth development committee for a plan of the academic year
2. December - update on project and event progress, discuss any new ideas
3. April - update on project and event progress, discuss any new ideas
4. July - finalise and evaluate work completed over the academic year

Except 1, 2-4 must be done after respective regional committees and project teams have conducted their regular meetings.

IT & publicity committee

1. September - introductions of the committee, plan for the academic year to further promote and analyse our reach
2. December - update on project and event progress, discuss any new ideas
3. April - update on project and event progress, discuss any new ideas
4. July - finalise and evaluate work completed over the academic year

Regional committees

1. September - introductions of the committee, designate roles and plan events for the academic year
2. December - update on project and event progress, discuss any new ideas
3. April - update on project and event progress, discuss any new ideas
4. July - update on project and event progress, discuss any new ideas, choose new regional lead

Regional committees are recommended to meet offline at least once before choosing their new regional lead. This can be a committee social or an event.

Appendix 1 - List of subordinate committee members

Financial committee

- Treasurer secretary for income
- Treasurer secretary for expenditure
- Welfare secretary

Secretary committee

- Internal secretary
- External secretary

Events committee

- Regional Events secretary
- National Events secretary
- Regional leads
- National project leads

Academic and youth development committee

- Academic secretary
- YD secretary
- Academic project leads
- YD project leads

Publicity and IT committee

- Publicity secretary for students
- Publicity secretary for parents
- Publicity secretary for newsletters
- Publicity secretary for website
- IT secretary for website
- IT secretary for AI