

Constitution of the Asian Law Students' Association Hong Kong



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Section I

INTERPRETATION

1. Interpretation

- (1) For the purpose of this Constitution, unless the context otherwise requires-
 - (a) “ALSA” shall mean the Asian Law Students’ Association;
 - (b) “the Association”, “ALSA HK” and “ALSA Hong Kong” shall mean the Asian Law Students’ Association Hong Kong;
 - (c) “Constitution” shall mean the Constitution of the Asian Law Students’ Association Hong Kong;
 - (d) “Governing Board” shall mean the Governing Board of the Asian Law Students’ Association Hong Kong;
 - (e) “The Councilors” shall mean all Councilors of the Governing Board of the Asian Law Students’ Association Hong Kong;
 - (f) “Local Chapter” shall mean the Local Chapter of the Asian Law Students’ Association Hong Kong;
 - (g) “University Representative” shall mean the President of the Local Chapter of the Asian Law Students’ Association Hong Kong;
 - (h) “Unaffiliated Local Chapter” shall mean “Unaffiliated Local Chapter, ALSA Hong Kong”;
 - (i) “Executive Committee” shall mean the Executive Committee of the Local Chapter of the Asian Law Students’ Association Hong Kong; and
 - (j) If the context permits and requires, words and expressions importing the masculine gender shall include the feminine gender. Words and expressions in the singular shall include the plural and words and expressions in the plural shall include the singular.

Section II

GENERAL PROVISIONS

2. Title

- (1) The title of the Association shall be the “Asian Law Students’ Association Hong Kong”, with the abbreviation “ALSA Hong Kong” or “ALSA HK”.

3. Purpose

- (1) The purpose of the Association is to act as the platform of the student association of the law schools in Hong Kong and to represent them internationally on ALSA matters.

4. Official Language(s)

- (1) The official language of the Association shall be English. Chinese may be used as a working language of the Association.

Section III

GOVERNING BOARD

5. Authority

- (1) The Governing Board shall possess the highest authority in the Association.

6. Function

- (1) The Governing Board shall be responsible for all administrative work and all other relevant matters of the Association.

7. Term of Office

- (1) The session of the Governing Board shall commence on November 1st of the current year and until November 30th of the following year, unless a resolution has been passed by the Governing Board to extend the term of office not exceeding three months.

8. Composition

- (1) The Governing Board shall consist of the following positions:
 - (a) Chairperson;
 - (b) Internal Vice-Chairperson;
 - (c) External Vice-Chairperson
 - (d) Secretary General;
 - (e) Chief Financial Officer;
 - (f) Director of Academic Activities;
 - (g) Director of Public Relations;
 - (h) University Representatives; and
 - (i) Councilors.
- (2) All the above mentioned positions in the Governing Board shall meet the following requirements:
 - (a) he/she shall be a member of ALSA Hong Kong.
- (3) The Governing Board may by resolution establish additional positions on the Board. The positions will expire upon the ending of the term of office of the respective Governing Board.

9. Chairperson

- (1) The Chairperson shall:
 - (a) convene the Governing Board Meetings and chair at these meetings;
 - (b) represent the Association locally and internationally; and
 - (c) attend the International Governing Council meetings.
- (2) The Chairperson, or in the absence of the Chairperson any member of ALSA HK appointed by a resolution of the Governing Board, shall have voting right in the International Governing Council meetings.

10. Internal Vice-Chairperson

- (1) The Vice-Chairperson shall:
 - (a) be the acting Chairperson of the Association in the absence of the President; and
 - (b) assist the Chairperson in the discharge of his duties.

11. External Vice-Chairperson

- (1) The External Vice-Chairperson shall:
 - (a) be responsible for STEP (Student Trainee Exchange Programme) as well as any matters relevant to student exchanges; and
 - (b) Handle matters relating to affairs of external organizations.

12. Secretary General

- (1) The Secretary General shall:
 - (a) prepare the agenda of and take minutes in the Governing Board Meetings; and
 - (b) handle administrative matters on behalf of the Governing Board.

13. Chief Financial Officer

- (1) The Chief Financial Officer shall:
 - (a) handle all financial matters of the Association;
 - (b) give a bimonthly report to the Governing Board;
 - (c) take note of every transaction made on behalf of ALSA HK;
 - (d) create and update a current list of members of ALSA HK, and
 - (e) convene monthly meetings with the Treasurers of the Local Chapters.

14. Director of Academic Activities

- (1) The Director of Academic Activities shall:
 - (a) be responsible for the academic activities of the Association;
 - (b) attend the International Governing Council Academic Activities Coordinator meetings;
 - (c) be responsible for the ALSA International Academic Programme; and
 - (d) Manage ALSA Hong Kong's academic publications.

15. Director of Public Relations

- (1) The General Secretary shall:
 - (a) promote public relations of ALSA HK within and beyond Hong Kong.
 - (b) be responsible for maintain the website and other marketing materials,
 - (c) attend the International Governing Council Public Relations meeting; and
 - (d) convene monthly meetings with the Public Relations Officers of the Local Chapters.

16. University Representatives

- (1) The University Representatives shall consist of the Presidents of each Local Chapter. If the President of the Local Chapter is unavailable, a representative shall be chosen by the President of the Local Chapter to represent the Local Chapter.
- (2) The University Representatives shall:
 - (a) represent the views of their respective Local Chapter; and
 - (b) report to the Governing Board on the activities of the Local Chapter.

17. Councilors

- (1) The Councilors shall:
 - (a) The term of office of the Council member shall correspond to the Association session of the respective organizations in accordance with its Constitution;
 - (b) Each councilor shall be a former Governing Board member;
 - (c) The councilors of every Governing Board session shall be generated by a simple majority vote in the Governing Board Meeting of the previous session; and
 - (d) There shall not be more than 2 councilors in the Governing Board of each session.

18. Participation in International Events

- (1) Every member of the Governing Board shall attend at least one ALSA Forum and/or ALSA Conference in their terms of office.
- (2) Councilors are exempted from the obligation in section (1).
- (3) University representatives are exempted from the obligation in section (1).

19. Quorum

- (1) The Quorum shall be formed by the presence of the majority of the members of the Governing Board, excluding the University Representatives and Councilors.
- (2) The Chairperson or the Vice-Chairperson must be present in every Governing Board Meeting.

20. Governing Board Meetings

- (1) The Governing Board Meetings may be held at any time, and shall be convened only by the Chairperson.
- (2) A notice of the Governing Board Meeting and the agenda thereof shall be given to each Governing Board member at least 3 days beforehand provided always, in case of urgency, that this clause may be waived if all Governing Board members agree.

21. Resolutions of the Governing Board

- (1) Resolutions of the Governing Board shall be passed by a simple majority of Quorum of the Governing Board, excluding the University Representatives and Councilors.
- (2) A resolution shall not be effective without the approval of at least one Councilor. Where a Councilor does not give approval, the Councilor shall be allowed to explain his or her stance. Following the Councilor's explanation, the resolution shall be put forth before the Governing Board for another vote. The passing of this resolution shall not be passed unless voted for by at least three-fourth of the Quorum.
- (3) In the event of a tie, the Chairperson shall recess the meeting immediately, and upon its resumption, the motion or amendment shall be put to vote at once without any discussion. Upon a further tie of votes, the Chairperson shall have the casting vote.

22. Vote of Non-Confidence against a member of the Governing Board

- (1) Motion that no confidence in a member of the Governing Board for the remainder of session is only declared carried when so agreed to by all other members of the Governing Board.
- (2) A notice intimating the proposed motion shall be sent to all members of the Governing Board seven days before the Governing Board Meeting.
- (3) A motion so declared carried calls for the resignation of the member of the Governing Board.
- (4) A new member should be appointed if possible.

Section IV

AD-HOC COMMITTEE

23. Formation of Ad-Hoc Committee

- (1) An Ad-hoc Committee shall be formed by passing resolution in Governing Board Meetings.

24. Relationship between the Governing Board and Ad-hoc Committee

- (1) The Governing Board shall oversee and supervise the Ad-hoc Committee on all matters.
- (2) The Ad-hoc Committee shall carry out the resolutions of the Governing Board.

25. Composition

- (1) The member of the Ad-hoc Committee shall consist of at least one present Governing Board member.

26. Person-in-charge of the Ad-hoc Committee

- (1) The Person-in-charge of the Ad-hoc Committee must be a member of ALSA HK appointed by a resolution of the Governing Board.

Section V

LOCAL CHAPTER

27. Establishment of Local Chapter

- (1) The Association shall establish four Local Chapters.
- (2) The Local Chapters shall be present in:
 - (a) The University of Hong Kong;
 - (b) The Chinese University of Hong Kong;
 - (c) The City University of Hong Kong; and
- (3) There shall be a Local Chapter for relevant law students unaffiliated with any university. This Local Chapter shall be formally called 'Unaffiliated Local Chapter, ALSA Hong Kong' and informally called 'Local Chapter, ALSA Hong Kong'.
- (4) Members of the Unaffiliated Local Chapter shall be students of the Department of Law and Business, Hong Kong Shue Yan University.

28. Authority

- (1) The Governing Board shall govern over the Local Chapters whose authority shall be derived from this Constitution.
- (2) The Executive Committee of the Local Chapter shall be the highest authority in the Local Chapter.

29. Registration of the Local Chapter

- (1) Each Local Chapter shall be registered with the Student Union of their respective University, except Unaffiliated Local Chapter, which shall be registered with ALSA Hong Kong.
- (2) The Local Chapter shall submit its Constitution for approval by the Governing Board. All amendments shall be approved by the Governing Board.

30. Function

- (1) The Local Chapter shall be:
 - (a) responsible for all administrative work and all other relevant matters of the Local Chapter;
 - (b) responsible for the registration and regulation of its members falling within its own university;
 - (c) regulate the internal affairs of the Local Chapter, including the process of choosing the Executive Committee; and
 - (d) carry out the resolutions of the Governing Board.

- (2) The Local Chapter may prescribe additional functions within its own Constitution.

31. Composition

- (1) The Executive Committee shall consist of the following positions:
- (a) President
 - (b) Vice-President;
 - (c) Secretary;
 - (d) Treasurer; and
 - (e) Public Relations Officer.
 - (f) Each Local Chapter may create additional positions within the Executive Committee by submitting a resolution to the Governing Board declaring its intention to do so. The Governing Board shall have the power to approve or dismiss the resolution.
- (2) All the above mentioned positions in the Local Chapter shall meet the following requirements:
- (a) he/she shall be a member of ALSA Hong Kong.

32. Term of Office

- (1) The session of the Local Chapter shall commence on November 1st of the current year and until November 30th of the following year.

33. Vote of Non-Confidence against a member of the Local Chapter

- (1) Motion of no confidence in a member of the Executive Committee by the Governing Board for the remainder of session is only declared carried when so agreed to by all other members of the Governing Board.
- (2) A notice intimating the proposed motion shall be sent to all members of the Governing Board and to the affected Local Chapter seven days before the Governing Board Meeting.
- (3) The member affected by the motion shall be allowed to represent himself or herself at the Governing Board meeting.
- (4) A motion so declared carried calls for the resignation of the member of the Executive Committee.
- (5) A new member shall be appointed by the Governing Board in consultation with the Local Chapter Executive Committee.
- (6) The Local Chapter may have additional measures regarding the resignation of members on its own Executive Committee.

34. Roles

- (1) The President shall:
- (g) convene the Executive Committee Meetings and chair at these meetings;
 - (h) represent the Association as a University Representative to the Governing Board; and
 - (i) The Local Chapter may establish additional roles of the President.
- (2) The Vice-President shall:
- (b) be the acting President of the Local Chapter in the absence of the President; and
 - (c) assist the President in the discharge of his duties.
- (3) The Secretary shall:
- (a) prepare the agenda of and take minutes in the Executive Committee Meetings; and
 - (b) handle administrative matters on behalf of the Executive Committee .

- (4) The Treasurer Shall
 - (a) handle all financial matters of the Local Chapter;
 - (b) give a bimonthly report to the Chief Financial Officer;
 - (c) Take note of every transaction made on behalf of the Local Chapter; and
 - (d) The Treasurer shall attend monthly meetings with the Treasurers of the Local Chapters.
- (5) The Public Relations Officer shall
 - (a) promote ALSA HK and the activities of the Local Chapter; and
 - (b) attend monthly meetings with the Public Relations Officers of the Local Chapters.

Section VI

DELEGATION TO ALSA FORUM/CONFERENCE

35. Chief Delegate

- (1) The Chief Delegate shall:
 - (a) Carry out the resolutions of the Governing Board; and
 - (b) Represent the Association through the delegation
- (2) His signature for any treaty or declaration on behalf of the Association shall be valid only by passing resolution in Governing Board meetings on prior approval or subsequent ratification.

36. Appointment of the Chief Delegate

- (1) The Chairperson shall ex-officio be the Chief Delegate of the Delegation.
- (2) In case where the Chairperson is not in part of the delegation, a Chief Delegate shall be appointed by the Governing Board.

37. Eligibility of the Participants

- (1) The participants of the delegation to ALSA Forum/Conference shall be a member of ALSA HK and appointed by passing resolution in the Governing Board Meeting.

Section VII

PATRONS

38. Patron

- (1) The Governing Board may pass a resolution designating an individual as a patron of the Association.

39. Patron Organization

- (1) The Governing Board may pass a resolution designating an organization, institutions, or companies as a Patron Organization of the Association.

Section VIII

CONSTITUTION

40. Interpretation

- (1) The power of interpretation of this Constitution shall rest with the Governing Board.

41. Amendment

- (1) This Constitution shall not be amended except by a motion carried at the Governing Board Meeting.
- (2) The motion to alter or amend any part of this Constitution shall be carried only when so agreed to by more than three-fourth of the Governing Board, except councilors who shall not have the right to vote.
- (3) Subject to paragraphs (4) and (5), the motion shall not become effective without the approval of all Councilors.
- (4) If no Councilor approves the motion, the motion is null and void.
- (5) If only one councilor approves the motion, the motion shall be put forward for another vote, unanimity is needed for the motion to become effective.
- (6) All Local Chapters shall be notified 7 days in advance of any motion to amend the Constitution.

Section IX

MEMBERS

42. Registration

- (1) Members shall be registered with ALSA Hong Kong and become affiliated members of their respective Local Chapter through the relevant application process.
- (2) Each Local Chapter shall be responsible for recruiting the members of its respective University.

43. Rights of Members

- (1) Members shall have the right to:
 - (a) Participate in ALSA Hong Kong events and activities, including any international events.
 - (b) Propose events to the Local Chapter and the Governing Board.
 - (c) Run for election in a position in the Executive Committee, Governing Board, and International Board.
 - (d) Terminate their membership with ALSA Hong Kong.
 - (e) Represent ALSA Hong Kong on an international level, with the approval of the Governing Board by a resolution.

44. Duties of Members

- (1) Members shall abide by the Constitution.

45. Eligibility

- (1) Only the following law students shall be eligible to become a member of ALSA Hong Kong:
 - (a) full members of the Law Students' Society, City University of Hong Kong Student Union;
 - (b) full members of the Undergraduate Law Society, Chinese University of Hong Kong Student Union and the Graduate Law Students' Association, Chinese University of Hong Kong;
 - (c) full and associate members of the Law Association, University of Hong Kong Student Union; or
 - (d) students of the Department of Law and Business, Hong Kong Shue Yan University.

46. Suspension and Removal

- (1) Members may be suspended from their rights for a time determined by the Governing Board. Such suspension shall be in the form of a resolution passed by the Governing Board.
- (2) Only a resolution by the Governing Board shall be reason for the removal of membership. Such a resolution shall be on the grounds of the serious violation of the Constitution.