

# **Association of Nigerian Scholars in Hong Kong (ANSHK) Constitution**

## **Amended Version August 2015.**

### **Article I**

#### **NAME**

The name of the organization shall be **Association of Nigerian Scholars in Hong Kong (ANSHK)**.

### **Article II**

#### **AIMS/OBJECTIVES**

The association aims to:

1. provide a platform of information for Nigerian students (both current and prospective) at the Universities in Hong Kong and the general Hong Kong community;
2. enhance social and academic integration as well as facilitating the smooth transition of prospective Nigerian students into study life at Universities in Hong Kong;
3. foster intercultural understanding between Nigerian students and other members (local Hong Kong and International students) of the academic community in Hong Kong;
4. encourage voluntary activities that enable Nigerian students contribute to the rich cultural and social values of the Hong Kong Community;
5. organize programs to welcome new students to the City and help them settle quickly into the society; and
6. serve as a platform to contribute to the development of our country and to represent Nigeria in a positive light.

### **Article III**

#### **MEMBERSHIP**

Membership and participation in the association are open to Nigerian scholars in accredited tertiary institutions in Hong Kong. These include undergraduate students, post graduate students, researchers and young academic faculty at tertiary institutions in Hong

Kong. This group should affirm that they support the Associations' aims/objectives and pay membership dues.

### **Obligations of Membership**

Members shall support the association's aims and objectives, they shall in particular;

1. Pay annual membership due within the stipulated period.
2. Attend all meetings called by the association.
3. Participate in all other association's activities.

### **Probation and expulsion of membership**

- a) Any member who fails to pay the annual membership due for a session would be placed on probation for one month, during which the association shall formally request the member to redeem his/her pledge to the association.
- b) Any member who fails to attend two consecutive meetings without apologies shall also be placed on probation for one month during which the association will write the member to reiterate his/her commitment to the activities of the association.
- c) Any member who fails to fulfill his/her obligation incurred under the provision of (1), (2) and (3) above for an academic session shall be formally contacted by the association requesting for his/her renewed commitment to the course of the association and at the same time pay outstanding annual due within a month. If no response is received from the member within the stipulated period, the association shall conclude that member is no longer interested in the association and shall go ahead to deregister such member.

## **Article IV**

### **ELECTION OF OFFICERS**

- a) The association shall have the following executive positions:
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Information/Relations Officer
  - e. Welfare/Social Officer

- b) The duration of executive member positions shall be 12 months. Each 12-month term shall span the period of September to August every year.
- c) The maximum duration of holding an office shall be 36 months, renewable every 12 months.
- d) Candidates shall volunteer or be nominated to hold positions.
- e) In the event that more than one person volunteers or gets nominated for a particular position, it shall be subject to an election by the Association's members. The highest number of votes received shall determine the successful candidate.
- f) Candidate volunteering/nominations shall be done 3 weeks before the start of each 12-month period.
- g) In the event of a vacancy of any elected position, a bye-election shall be conducted at the next general meeting. During the bye-election, the vacant position shall be filled first and in the event that a current member of the executive committee is voted in, his/her former position shall become vacant and a bye-election shall also be conducted immediately.

## **Article V**

### **OFFICERS AND THEIR DUTIES**

- 1. The association shall have the following executive positions;
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Information/Relations Officer
  - e. Welfare/Social Officer
- 2. The duties of the officers are as follows:
  - a. The **President** shall:
    - i. act as the chief executive officer;
    - ii. direct the budget with approval of the executive board;
    - iii. provide directions to the activities of all officers;
    - iv. appoint officers to vacant positions in special cases with the approval of the membership body (two-third majority votes);

- v. ensure that the duties and obligations of all other officers are being completed satisfactorily and;
  - vi. enforce the Bylaws of the organization
- b. The **Secretary** shall:
- i. keep a record of all minutes of the meeting and disseminate to all members;
  - ii. keep the available current copies of the constitution;
  - iii. assume the duties of the president should the office become vacant until a new president is elected, or in the absence of the president;
  - iv. be responsible for assisting other Chairs and committee members in completing their jobs;
  - v. actively recruit future officers for the Board of Association of Nigerian Scholars in Hong Kong
- c. The **Treasurer** shall:
- i. keep a current record of all financial transactions;
  - ii. prepare quarterly reports;
  - iii. check the accuracy of all bills;
  - iv. provide future planning in regards to ANSHK's finances;
  - v. collect dues and all other payments to the association;
  - vi. maintain the bank account of ANSHK;
  - vii. disburse money to other officers for authorized uses and;
  - viii. perform other duties as directed by the president.
- d. The **Information/Relations Officer** shall:
- i. inform the committee and the members of the upcoming events;
  - ii. perform other duties as directed by the president;
  - iii. design and update the ANSHK website;
  - iv. provide and update digital records of the organization's activities such as slide decks, photographs, digital documents, or any other digital artifacts that will be viewable on the website and;
  - v. help other Chairs prepare member E-mail lists.
- e. The **Welfare/Social Officer** shall:

- i. plan and organize all of ANSHK's corporate and social events as agreed by the executive committee;
- ii. plan and coordinate ANSHK's welfare and charity events;
- iii. make appropriate plans to ensure new scholars are welcomed and well equipped for their transition to life in Hong Kong;
- iv. perform other duties as directed by the president;

## **Article VI**

### **MEETINGS**

#### **General meetings**

1. The general meetings shall be held at least once in 3 months.
2. At least 14 days notice shall be given for each regular business meeting.
3. Attendance is to be taken at all meetings for pledges and members.
4. Alcohol will not be served at events that are hosted, promoted, or sponsored by the Association of Nigerian Scholars of Hong Kong.

#### **Special meetings**

Special meetings may be called in emergency cases upon the approval of a majority of the Executive Board. Such meetings may also be held online.

#### **Executive meetings**

1. Meetings will be held at least once in 3 months with the time to be set at the discretion of the President. This should be scheduled at least 2-3 weeks before the upcoming general meeting.
2. Notification of meeting must be made at least 1 week in advance via email to all members of the Executive committee.

#### **Rules of order**

1. A quorum for membership meetings will be achieved when two-thirds of association's members are present.
2. A quorum for meetings of the executive committee to transact business will be achieved when at least two-thirds of the Board members are present.

3. In the event of an emergency for decision-making and a quorum has not been reached after 2 consecutive attempts, the executive members shall make decisions in this context.

#### **Article VII**

#### **AMMENDMENTS**

This Constitution may be amended by a two-thirds vote of all present voting members. A proposed amendment to the constitution must be submitted for voting by an officer to all officers at least one week before the executive meeting. Upon receiving the two-thirds vote in favor of a constitutional amendment, a revised copy of the Constitution shall be distributed to the active membership and updated on website.

#### **Article VII**

#### **BENEFICIARY ADDENDUM**

In the event that this organization's account remains inactive for 12 consecutive months, the following beneficiary will receive the balance of the organization's funds:

Beneficiary Name: ANY REGISTERED CHARITY ORGANIZATION  
RECOGNIZED BY THE HONG KONG GOVERNMENT.