

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

## **Amended Version (March 2021)**

### **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 and collaboration between Nigerian students and other members (local Hong Kong and International students) of the academic and social community registered 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, postgraduate 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. <sup>a</sup>Pay annual membership due within the stipulated period
2. Attend all meetings called by the Association.
3. Participate in all other Association's activities.

Note: <sup>a</sup> An application for exemption from payment of annual dues can be submitted in writing to the executives. The applicant shall state the reason(s) for the inability to pay and shall attach evidence(s) as required. Decisions for approval or rejection should be made at the discretion of the executives.

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

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 the member is no longer interested in the Association.

## **Article IV**

### **ELECTION OF OFFICERS**

1. The Association shall have the following executive positions:
  - a. President
  - b. Secretary
  - c. Treasurer
  - d. Information/Relations Officer
  - e. Welfare/Social Officer
2. Eligibility to run for office and eligibility to vote
  - a. Only registered members of the Association shall be eligible to vote and be voted for into designated offices.
  - b. Prospective candidates for election may be self-nominated or nominated by another member of the Association.
  - c. Nomination forms for election into designated posts shall be obtained for free from the electoral committee and as set out in annexure 1 to this Constitution.
  - d. Nomination forms shall be submitted electronically to a designated e-mail address.
3. Setting up of Electoral Committee
  - a. Not later than two months before the end of the current academic session, the executive officers of the Association shall set up a 3 member electoral committee.
  - b. The electoral committee shall conduct election of officers in accordance with the aims of the Association and the election manual set out in Annexure 1 to this Constitution within two months before the end of the current academic session.
4. The duration of executive member positions shall be 12 months. Each 12-month term

shall span the period of September to August every year.

5. The maximum duration of holding an office shall be 36 months, renewable every 12 months.
6. Candidates shall volunteer or be nominated to hold positions.
7. 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.
8. Candidate volunteering/nominations shall be done 3 weeks before the start of each 12-month period.
9. In the event of a vacancy of any elected position, a by-election shall be conducted at the next general meeting. During the by-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 by-election shall also be conducted immediately.

## **Article V**

### **OFFICERS AND THEIR DUTIES**

1. The Executive Board
  - i. The Executive Board shall consist of five officers which includes:
    - a. President
    - b. Secretary
    - c. Treasurer
    - d. Information/Relations Officer
    - e. Welfare/Social Officer

- ii. The President shall be the head of the Executive Board.
- iii. The Executive Board shall have the power to set up ad-hoc committees from members of the Association as may be needed for a specific purpose.

2. Duties of the Executive board

- i. Manage the day to day running of the Association and meet at such time, place/means as may be decided by the President
- ii. Shall circulate to all members of the Association their project/budget for their elective year and shall furnish a quarterly report of same to all members through any of the Association's medium of communication.
- iii. Exercise control over and manage the finances of the Association.
- iv. Make all necessary arrangements for the Annual General Meeting or any other meeting of the Association.

3. 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 specified roles in special cases, e.g., University representative (with the approval of the executive body (two-third majority votes);
- v. ensure that the duties and obligations of all other officers are being completed satisfactorily and; ensure strict compliance to Association's aims and objectives; 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**

### **ADVISORY COMMITTEE**

The Advisory Committee:

1. Shall consist of The Patron, all former presidents, and secretaries of the Association.
2. The Patron shall act as the chair of this committee.
3. Shall perform advisory roles as may be requested by the executive and/or the overriding interest of the Association.
4. Shall receive and consider all such petitions forwarded to it by the executive or members of the Association regarding misconduct by any elected officer.
5. Shall give the officer(s)/member(s) in question a stipulated time to respond to the allegations.
6. Shall consider the petition(s) before it and make recommendations to the Association for ratification.

## **Article VII**

### **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 e-mail 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 VIII**

### **AMENDMENTS**

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 the Association's website.

## **Article IX**

### **BENEFICIARY ADDENDUM**

In the event that this Association'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.

## **ANNEXURE 1**

### **ELECTION MANUAL**

This manual serves as a guideline for the conduct of the election of electoral officers of ANSHK.

#### **Section 1: Nominations**

1. To be considered for election, nomination forms must be submitted by the deadline for nominations.
2. The consent of candidates nominated by members shall be required.
3. The names of candidates nominated shall be communicated to ANSHK members before the election's day.
4. If a position receives no nominations, or if a nominee objects to the nomination, the electoral committee shall make a second call for nominations.

#### **Section 2: Elections**

1. Elections shall be conducted in a transparent manner on a date designated by the electoral committee.
2. The candidate with the highest number of votes shall be returned as the winner of the election.
3. Where a position is unopposed, more than 50 percent of votes will be required for election to the designated post.