

**CONSTITUTION OF THE  
ASIA-PACIFIC STUDENT SERVICES ASSOCIATION**

Address : Student Affairs Office,  
The Hong Kong University of Science and Technology,  
Clear Water Bay,  
Kowloon,  
Hong Kong.

**SECTION A GENERAL**

1. Objectives

- a. To enhance liaison and cooperation among members in the development of student affairs\* work and student services# in the Asia-Pacific region;
- b. To assist in the development of student affairs work and to strengthen its role in the development of tertiary education in the region;
- c. To promote the welfare of students in tertiary education;
- d. To raise funds to further the objectives of the Association;
- e. To enhance intercultural understanding and develop intercultural communication skills among members.

2. Session

The session of the Association shall be the period between two General Meetings of the Association.

**SECTION B MEMBERSHIP**

1. Categories of Membership

a. Individual Membership

i. Ordinary Members

A staff member working in student affairs in a tertiary education institution in the region may apply to be an ordinary member. Ordinary members may take part in all activities of the Association and may vote at General Meetings of the Association.

ii. Associate Members

Any staff member working in a tertiary education institution may apply to be an associate member. Associate members may take part in all activities organized by the Association but shall not have voting rights.

iii. Student Members

A student who is registered in a tertiary education institution in the region may apply to be a student member. Student members may take part in all activities organized by the Association but shall not have voting rights.

iv. Honorary Members

The Association may invite distinguished persons in tertiary education to be honorary members of the Association.

b. Institutional Membership

Any tertiary education institution or student affairs association in the region may apply to be an institutional member through its chief executive or official representative. All staff members and students of institutional members may take part in activities organized by the Association. Each institutional member shall have one vote in the General Meeting of the Association and shall designate the institutional delegate who may exercise this vote.

2. Membership Subscription

- a. Unless exemption is granted, each member shall pay an annual subscription at rates to be announced from time to time;
- b. The setting and revision of subscription fees shall be proposed by the Executive Committee and endorsed by the General Meeting; and
- c. The Executive Committee may under exceptional circumstances grant exemption to members from payment of subscription fees.

3. Application Procedures and Approval of Membership

- a. Applications, on the prescribed form, shall be submitted to the General Secretary; and
- b. Membership shall come into effect after approval of application by the Executive Committee and the payment of the subscription fee.

**SECTION C GENERAL MEETING**

- 1. The General Meeting shall be the highest decision making body of the Association.
- 2. All members have the right to attend the General Meeting which shall be held at least once every two years.
- 3. All institutional and ordinary members shall have one vote each.

4. The General Meeting shall :
  - i. receive a report of the President for the past session;
  - ii. receive the financial report for the past session;
  - iii. receive a preliminary budget for the new session;
  - iv. elect members of the Executive Committee for the new session;
  - v. appoint an auditor for the new session;
  - vi. have the power to establish Standing Committees in addition to the Executive Committee;
  - vii. consider any other business proposed by a standing committee or by an institutional or ordinary member.
5. General Meetings shall normally be the occasion for a regional or international student affairs conference.
6. A General Meeting shall be convened by the President.
7. A notice, including the date, place and agenda of the General Meeting shall be sent to all members by mail not less than two months before the date of the meeting.
8. The quorum of a General Meeting shall be not less than a total of fifteen members with voting rights from at least three countries in the region.
9. At the written request of not less than a total of ten members with voting rights from at least two countries, an Extra-Ordinary General Meeting shall be convened by the President or if deemed necessary by any member of the Executive Committee within six months after receipt of the request. No other business except those put down in the written request shall be discussed in an Extra-Ordinary General Meeting. Notification of and quorum for Extra-Ordinary General Meetings shall be the same as those for the General Meeting.
10. Voting in General Meetings unless otherwise specified in this constitution shall be by simple majority. Any member who is unable to attend a meeting may vote by proxy, provided that the member exercising the proxy vote can produce written evidence of authority satisfactory to the General Secretary.

#### **SECTION D EXECUTIVE COMMITTEE**

1. The Executive Committee shall have the power :
  - a. to deal with all executive matters of the Association in between General

Meetings;

- b. to interpret this constitution;
  - c. to seek financial support from outside the Association and to approve expenditure on behalf of the Association;
  - d. to form ad hoc committees and working parties as it thinks fit;
  - e. to appoint a General Secretary or Treasurer if either of these two posts should fall vacant.
2. The Executive Committee may conduct its business by correspondence but should meet at least once between General Meetings.
  3. The Executive Committee shall be responsible for ensuring that proper arrangements are made for General Meetings.
  4. The Executive Committee shall have the following members :
    - a. President;
    - b. President-elect;
    - c. General Secretary;
    - d. Treasurer;
    - e. Not more than two additional members elected by the General Meeting;
    - f. Not more than a total of three co-opted member(s) as appropriate.
  5. The quorum for the Executive Committee shall be three of whom not more than one shall be a co-opted member.
  6. Delegates designated by institutional members to attend General Meetings and all ordinary members are eligible to be elected as members of the Executive Committee.
  7. Members of the Executive Committee for the following session shall be elected at a General Meeting.

#### **SECTION E OFFICERS OF THE ASSOCIATION**

1. *President*           The President shall be Chairman of Executive Committee meetings and the General Meeting and shall represent the Association on all matters.
2. *President-elect*       The President-elect shall assist the President in the execution of the work of the Association.

3. *General Secretary*        The General Secretary shall be responsible for keeping records of the Association and shall assist the President in the execution of work of the Association.
4. *Treasurer*                The Treasurer shall be responsible for preparation of a budget and keeping of all accounts of the Association and shall assist the President in the execution of work of the Association.
5. When the President is not able to perform his functions due to any reason, he/she shall give written notice to the Executive Committee to that effect. The General Secretary shall act as the President until the election of a new President.

#### **SECTION F FINANCE**

1. The funds of the Association shall be used to further the objects of the Association and to meet recurrent expenditure.
2. Any debts and liabilities of the Association shall be borne by all members.

#### **SECTION G AMENDEMENTS TO THE CONSTITUTION**

1. Only the General Meeting shall have the power to amend the constitution of the Association.
2. Proposed amendments shall be notified to all members at least two months in advance of the General Meeting.
3. An amendment shall be approved if at least two thirds of those voting members present at the General Meeting vote in its favour.

#### **SECTION H DISSOLUTION**

1. The Association can only be dissolved by a resolution in a General Meeting with at least two thirds of voting members present voting in its favour.
2. In the event of dissolution of the Association, all assets after the satisfaction of all its debts and liabilities and property whatever shall not be paid to or distributed among the members but shall be given to other institutions having similar objects to this Association or to some charitable object.

#### **Note:**

- \* as commonly defined by tertiary education institutions.
- # refers to services provided to students in tertiary education institutions.

July 2002