I. Election of Executive Committee

An annual election shall be held to determine the Executive Committee of the Association. It shall be held during the 3rd academic term before June 1 to determine the Executive Committee that starts on July 1 of the same year. The election shall be announced one week prior to the voting.

A. Candidate

A student member who has acquired membership for at least three months before the election day and who is nominated by two other student members can become a candidate in the election. Each student member can nominate more than one candidate.

B. Voting

Only student member who has acquired membership for at least three months before the election day has the right to vote. Each student member has one vote. The student member shall attend the election in person to cast the vote. If a student member is unable to attend the election under special circumstances (e.g., out of town or in-class exam at the election time), he/she should contact a moderator recognized by the Association before the election to arrange an absentee ballot at least two days before the election.

C. Determination of the Executive Committee

1. A candidate does not need a minimum number of votes to be elected into the Executive Committee. The post of the candidates in the Executive Committee is determined by the number of votes each candidate receives. The candidate with the highest number of votes becomes the President. The candidate with the second highest number of votes becomes the Vice President. Other candidates become Committee Members.

2. In the case of a tie in the vote, the post for the candidates with the same number of votes will be determined by a lottery observed by a third party.
II. Duty of the Executive Committee

A. Acting President

If the President of the Association is to be absent from the campus for more than one month, the President should appoint the Vice President as the Acting President to carry out the duties. A Committee Member of the Executive Committee may be appointed as the Acting President in case the Vice President is not available. A student member of the Association may be appointed as the Acting President if the Vice President and all Committee Members are not available.

B. Treasurer Duty

If the post of the Vice President is filled, the Vice President shall act as the Treasurer. Otherwise, the President shall act as the Treasurer.

C. General Meeting of the Association

General meetings shall be held before the end of the Winter break and before the end of the Spring break. The Executive Committee shall present a progress report of the activities and future plans of the Association.

D. Webmaster

The President should appoint a Webmaster to maintain the website of the Association.

E. Gathering

The Executive Committee should organize gatherings (in the form of party, BBQ, picnic, etc) regularly. In particular, a gathering should be held at the beginning of the first term to introduce new comers to other members of the Association.

F. Directory

The Executive Committee should maintain a member directory.

G. Email Account and Distribution List

The President should maintain and oversee the usage of the HKSA email account (hongkong@caltech.edu) and the email distribution list (hksa@nntp-server.caltech.edu).

H. Mailbox

The Executive Committee should maintain the physical mailbox at SAC.

I. Fund Raising
The Executive Committee should seek funding from various sources (e.g. GSC, ASCIT, alumni, etc).

J. Technique and Little T

The Executive Committee should provide an article to Technique and Little T to introduce the Association.

K. Financial Report

The Executive Committee should maintain a financial report and publish it every June and December.

L. Invitation of New Members

The Executive Committee and the general members should invite all prospective personnel to become member of the Association.

M. Club Fair

The Executive Committee should represent the Association to join the club fair.

N. Other Activities

The Executive Committee and members are also encouraged to participate in the following activities:

1. International Week, Asian Week and other on-campus events.
2. Publication of HKSA newsletter.
3. Holding the Watson's lecture.
4. Maintaining contact with other non-Caltech HKSA and other Caltech organizations.
5. Helping new students to adapt the Caltech environment.
7. Organizing farewell dinners.