I. Election of Executive Committee

To determine the Executive Committee for the next academic year, the current Executive Committee shall organize an annual Caltech HKSA election meeting during the third academic term before June 1. The current committee shall announce the election schedule two weeks prior to the voting. The new Executive Committee should assume office on July 1 of the same year.

A. Nominees and candidates

A student member who has acquired membership for at least three months before the election day as well as nominations from at least two student members becomes a nominee in the election. Each student member can nominate up to four separate members. Self nominations are allowed.

A nominee who does not wish to serve on the Committee has the right to opt out of the election at the end of the nomination period. In contrast, a nominee who fails to opt out automatically becomes a candidate of the election.

B. Voting

Only student members who have acquired membership for at least three months before the election day have the right to vote. Each student member can vote for up to four separate candidates, and shall attend the election meeting in person to cast the vote. If a student member is unable to attend the election, he/she should contact a moderator recognized by the Association to arrange an absentee ballot before the election.

C. Determination of the Executive Committee

1. The four candidates with the highest numbers of votes are elected into the Executive Committee. Among these four candidates, the candidate with the highest number of votes becomes the President. The President shall subsequently appoint the other elected candidates to fill up the remaining positions of the Executive Committee.

2. When a tie arises in the election of the President, a second election that involves strictly the candidates with the highest number of votes shall take place at the election meeting to determine the presidency. The candidate with the highest number of vote in the second election becomes the
President. In the event of a second tie, a random lottery at the election meeting shall determine the presidency.
II. Duties of the Executive Committee

A. Acting President

If the President is to be absent from the campus for more than 30 days, he/she should appoint one of the other committee members as the Acting President to carry out the duties. In the case that none of the committee members is available, the President can appoint a student member of the Association as the Acting President.

B. Gathering

The Executive Committee should organize gatherings regularly. In particular, a gathering should be held at the beginning of the first term to introduce newcomers to other members of the Association.

C. Directory

The Executive Committee should maintain a member directory.

D. 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@caltech.edu).

E. Website

The Webmaster should maintain and update regularly the HKSA club website (http://hksa.caltech.edu).

F. Fund Raising

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

G. Financial Report

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

H. Invitation of New Members

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

The Executive Committee should represent the Association by participating in the club fair.

J. 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. Maintaining contact with other non-Caltech HKSA and other Caltech organizations.
3. Helping new students to adapt the Caltech environment.
4. Organizing farewell dinners.