

**THE CONSTITUTION OF THE HONG KONG UNIVERSITY**  
**OF SCIENCE AND TECHNOLOGY STUDENTS' UNION**

**TRACK and FIELD Club**

**Section A: GENERAL**

**Article 1. Name**

The full name of the club shall be “**TRACK and FIELD Club, HKUSTSU**” and the Chinese name shall be “**香港科技大學學生會田徑學會**”, hereafter referred as “the Club”.

**Article 2. Objective**

1. To promote distance running activities.
2. To participate friendly matches of other institutes.
3. To represent HKUST to participate inter-college matches.
4. To establish team spirit of the members.
5. To train the body and character of the Club members.

**Article 3. Official Language**

English and Chinese shall be the official languages of the Club: and they should enjoy equal status. In case of discrepancy, the English version shall be referred to unless otherwise stated.

**Section B: MEMBERSHIP**

**Article 1. Meaning and eligibility**

1. Meaning

There shall be 3 categories of membership:-

- (a) Full members;
  - (b) Associate members;
  - (c) Honorary members.
2. *Full members* shall be Full members of the HKUST Student's Union and full-time students of HKUST who have been registered as members of the Club and who have paid the prescribed fees.
3. *Associate members* shall be the one appointed by the Executive Committee of the Club and who have been registered as members of the Club and who paid the prescribed fees.
4. *Honorary member* shall be part-time students, graduated members of the Club, staff of HKUST and anyone recommended and invited

**Article 2. Privileges of membership**

1. All members of the Club shall have the right to:
  - (a) enjoy all facilities and services provided by the Club;
  - (b) take part in all activities and functions of the Club; and
  - (c) speak in General Meetings.
2. Full members of the Club shall, in addition to the rights stated in paragraph 1 above, have the right to:-
  - (a) vote in General Meetings;
  - (b) nominate candidates for election;
  - (c) be nominated as candidates for the offices of the Club;
  - (d) be nominated as candidates for the Executive Committee of the Club: and
  - (e) sign a requisition for Extraordinary General Meeting.

**Article 3. Obligations of members**

All members of the Club shall:

1. comply with the constitution of the Club;
2. comply with the resolutions of General Meetings; and
3. pay the annual membership fee.

## **Section C: GENERAL MEETING**

General Meetings here shall comprise the Annual General Meeting and the Extraordinary General Meeting.

### **Article 1. General Meeting**

#### 1. Authority

The resolutions of a General Meeting shall possess the highest authority

#### 2. President

- (a) The chair of all General Meetings shall be taken by the President of the Society.
- (b) In the absence of the President, the internal vice-president shall then conduct the General Meetings.
- (c) The president shall prepare the agenda of all General Meetings under the instruction of the Executive Committee.
- (d) The president shall have the right to second but no right to raise a motion or to vote.
- (e) The president shall have the casting vote

#### 3. Quorum

- (a) No less than one-fifth of the full members of the Club shall form a quorum of a General Meeting.
- (b) If a quorum is not reached after half an hour of the time scheduled for the commencement of the Annual General Meeting, the meeting shall be adjourned to within the following week, and at least four days after, with notice posted three days in advance of the meeting; and if at that meeting, a quorum is still not reached, all full members present shall form a quorum.
- (c) If a quorum is not reached after half an hour of the time scheduled for the commencement of an Extraordinary General Meeting, the meeting shall be canceled.

### **Article 2. Annual General Meeting**

- 1. An Annual General meeting shall be held within two months after the commencement of the Fall semester of each academic year.

2. A notice of the Annual General Meeting shall be announced at least 7 clear days beforehand.
3. An Annual General Meeting shall:-
  - (a) receive and adopt the minutes of the previous Annual General Meeting;
  - (b) receive and adopt the minutes of any Extraordinary General Meeting which have been held since the previous Annual General Meeting;
  - (c) adopt the agenda of the Annual General Meeting;
  - (d) receive and adopt the annual report for the current session;
  - (e) receive and adopt the financial report for the current session;
  - (f) elect the Executive Committee for the next session;
  - (g) pass amendments to the Constitution, if any;
  - (h) discuss any other business the current Executive Committee thinks fit;
  - (i) discuss any other business raised by any member if simple majority of full members present in the meeting agree.

### **Article 3. Extraordinary General Meeting**

1. Occurrence
  - (a) The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.
  - (b) If there is a requisition signed by not less than ten percent of the Full Members of the Society, an Extraordinary General Meeting shall be convened by the President within two weeks after the requisition.
2. A notice of an Extraordinary General Meeting shall be posted at least 3 clear days beforehand.
3. An Extraordinary General Meeting shall:-
  - (a) receive and adopt the agenda;
  - (b) discuss the objects of the meeting if the meeting is proposed by full members;
  - (c) discuss any other business raised by any member if simple majority of full members present in the meeting agree.

### **Article 4 Executive Committee Meetings**

1. The President shall have the right to convene a committee meeting for any purpose whenever deemed necessary.
2. Each committee member, other than the President, shall have one vote. Whenever an equal number of votes is cast, the President shall have a casting vote.

3. The Presidents shall convene a committee meeting shall upon the requisition signed by at least three Executive Committee members.
4. Two-third of the Executive Committee members shall form a quorum of committee meeting.

## **Section D: THE EXECUTIVE COMMITTEE**

### **Article 1. Name**

The name of the organization formed under this section shall be “Executive Committee, “TRACK and FIELD Club, HKUSTSU”, hereinafter referred to as “Ex-co”.

### **Article 2. Definition**

An Ex-co shall be composed of full members with no less than 7 office-bearers;-

1. President;
2. Internal Vice-president;
3. External Vice-president;
4. General Secretary;
5. Internal Secretary;
6. External Secretary;
7. Financial Secretary.
8. Marketing Secretary
9. Recreation Secretary

### **Article 3. Authorities and Responsibilities**

1. The Ex-co shall be responsible for all matters related to the Club between two successive Annual General Meetings.
2. The Ex-co has the right to:-
  - (a) represent the Club in all matters;
  - (b) appoint sub-committees and delegate power to them; and
  - (c) repudiate members if they disobey the obligation of members.

3. The President shall:-
  - (a) represent the Ex-co in all affairs; and
  - (b) preside over all meetings of the Club.
4. The Internal Vice-president shall:-
  - (a) be responsible for managing all internal affairs of the Club; and
  - (b) chair all Ex-co meetings in the absence of the President.
5. The External Vice-president shall:-
  - (a) be responsible for managing all external affairs of the Club; and
  - (b) chair all Ex-co meetings in the absence of the Internal Vice-president.
6. The General Secretary shall be responsible for managing the clerical duties and keeping all records of the Club.
7. The Internal Secretary shall be responsible for assisting the Internal Vice-president in managing all internal affairs of the Club.
8. The External Secretary shall be responsible for assisting the External Vice-president in managing all external affairs of the Club.
9. The Financial Secretary shall:-
  - (a) be responsible for all financial matters of the Club;
  - (b) prepare a budget at the beginning of a financial year; and
  - (c) prepare a financial report at the end of a financial year.
10. The Marketing Secretary shall be responsible for the marketing work of the Society.
11. The Recreation Secretary shall be responsible for organizing recreational activities for the members.

#### **Article 4. Vacancies and Resignation**

1. Any Ex-co member who wishes to resign shall inform the Committee and all other members of the Club by a signed notice of resignation at least 14 days before the effective date of resignation.
2. Should the President resign his/her post receive a vote of non-confidence, the Internal Vice-president shall take his/her place.
3. Should there arises a vacancy in the Ex-co other than the President, that vacancy shall be any full member of the Club appointed by the Ex-co.

#### **Article 5. Dissolution of Ex-co**

1. The Ex-co shall deem automatically dismissed when:-
  - (a) there are three vacancies in the Ex-co; or

- (b) both the President and the Internal Vice-president resign from office.
2. The Club shall be dissolved under the case mentioned above. After the dissolution of the Club, the current documents, records, asset and the school team shall be managed by the sports department of The Student Affairs Office.

### **Article 6. Session and Financial year**

The Ex-co session and financial year shall commence from an Annual General Meeting and terminate with the conclusion of the following Annual General Meeting held in the next year.

## **Section E: ELECTION**

### **Article 1. The Election Board**

1. An Election Board shall be appointed by the Ex-co.
2. The Election Board shall be responsible for counting the ballots.
3. The Election Board shall define the nomination period.
4. Members of the Election Board shall not nominate, second, vote or be nominated in the election.
5. The Election Board shall convene a meeting to adjudicate any complaints to the election if the complaints were duly submitted.
6. The Election Board shall be dismissed automatically if:-
  - (a) there are no complaints twenty four hours after the Annual General Meeting; or
  - (b) all complaints have been settled and an official result has been made.

### **Article 2. Nomination**

1. The Ex-co shall be elected in the form of a cabinet.
2. Nominations shall be submitted to Election Board before the closure of the nomination period.
3. Each nomination must be seconded by a least one full member.
4. Each candidate can only join one cabinet.

### **Article 3. Voting**

1. Secret ballot shall be adopted in the election.
2. Voting shall be held in the Annual General Meeting.
3. In case of only one cabinet, the cabinet shall be elected into office upon receiving at least half of valid votes in favor.
4. In case of more than one cabinets, the cabinet with highest vote shall be elected into office.

### **Article 4. Quorum**

The result of the polling shall be declared valid provided the number of valid votes cast is not less than one-fifth of the full members of the Club.

### **Article 5. Complaints**

1. Complaints of the election shall be directed to the Election Board in writing within twenty four hours after the Annual General Meeting.
2. If no complaint is received, an official result shall be made twenty four hours after the Annual General Meeting.
3. No official result shall be made until all complaints have been settled.

### **Article 6. Re-election**

1. A re-election shall be held in case of no cabinet be elected into office. In such case, re-election shall be held within fourteen days after the announcement of the official result.
2. If the Election Board made the official result that the election has to be renounced, a re-election shall be held within seven days after the announcement of the official result.