

## Constitution

### Constitution of Tchoukball Club HKUSTSU

#### **Article 1 : General**

##### **1.1 Name**

1.1.1 The full name of the society shall be "Tchoukball Club HKUSTSU" hereafter to as the society.

1.1.2 The full name of the society in Chinese shall be “香港科技大學巧固球學會”.

##### **1.2 Objective**

1.2.1 To arouse students' interest in Tchoukball games.

1.2.2 To promote Tchoukball in the HKUST.

1.2.3 To develop good relationship with other student organizations of the University and other tertiary institutions.

##### **1.3 Official Language**

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

##### **1.4 Affiliation to other Organizations**

1.4.1 The society is granted the affiliation to the Hong Kong University of Science and Technology Students' Union.

##### **1.5 Finance**

1.5.1 The society shall not accept or apply for loan from outside the HKUSTSU.

## **Article 2 : Membership**

### **2.1 Full Membership**

2.1.1 Only full members of the HKUSTSU who have paid membership fee by October shall be considered as full member of the society.

2.1.2 Application for reconsideration of full membership shall be opened between the first day of November and the last day of January and, between the conclusion of AGM and the last day of August for members who are a full member of the HKUSTSU without full membership of the society.

### **2.2 Associate Membership**

2.2.1 All students of the University shall be eligible for the associate membership of the society.

2.2.2 Associate members shall pay the membership fee approved by the AGM by October or be considered withdrawing from the society.

### **2.3 Life Membership**

2.3.1 All members of the University and graduates of the HKUST who have paid membership fee shall be eligible for life membership of the society.

### **2.4 Honorary Membership**

2.4.1 All members of the University and graduates of the HKUST appointed by the Executive Committee and approved by a General Meeting are conferred as Honorary Member of the society.

## **2.5 Privileges and Obligations**

2.5.1 All members of the society shall be entitled to use all facilities provided by the society, provided that they observe the regulations provided.

2.5.2 All members of the society shall have the right to attend any functions and General Meetings of the Society, provided that they observe the regulations provided.

2.5.3 Only full members of the society shall have the right to vote in any General Meeting of the society.

2.5.4 Only full members of the society can have the right to nominate and to stand for the election, and be eligible for office bearers in the Executive Committee of the society.

2.5.5 All members of the society shall:

2.5.5.1 Observe the constitution of the society, and

2.5.5.2 Hold not more than one membership, except Honorary Membership, at the same time.

2.5.6 All members of the society shall have the right to attend any General Meetings of the Society.

## **Article 3 : General Meeting**

### **3.1 Annual General Meeting (AGM)**

3.1.1 The AGM shall be presided by the Chairperson of the Executive Committee.

3.1.2 The AGM shall be held within 2 weeks after the final closure of nomination period. The agenda, the date and the venue of the AGM must be decided and published in a public notice at 7 full days beforehand.

3.1.3 The business of the AGM shall be :

3.1.3.1 To receive and adopt the annual report of the Secretary for the current session.

3.1.3.2 To receive and adopt the financial report of the Financial Secretary including the audited statement of Accounts and the Balance Sheet of the society for the current session.

3.1.3.3 To receive and adopt the annual budget and year plan of the Executive Committee for the coming session.

3.1.3.4 To conduct the voting, if any, of the Annual Election.

3.1.3.5 Other business specified in the notice for the Annual General Meeting, if any.

3.1.4 No business shall be transacted in any general meeting unless it is specified in the agenda for such general meeting and the quorum is present at the time of transaction.

### **3.2 Extra-Ordinary General Meeting (EGM)**

3.2.1 The EGM shall be presided by the Chairperson of the Executive Committee whenever necessary.

3.2.2 An EGM can be held only when a public notice is given at least 3 days before and the business of the EGM should be specified.

### **3.3 Meeting Regulations**

3.3.1 Only members have the right to speak.

3.3.2 Only full members have the right to raise motions, to second and to vote in the meetings.

3.3.3 The Chairperson has no right to raise or second or to vote except the casting vote.

3.3.4 The quorum for a general meeting shall be one-fifth of the full members of the society or twenty full members of the society, whichever the less. Should the quorum cannot be formed within one hour, the General Meeting shall be postponed for one week. The Chairperson of the Executive Committee shall issue a public notice on the postponement. If the quorum still cannot be formed, all attendees with full membership shall form the quorum.

## **Article 4 : Election**

### **4.1 Nomination**

4.1.1 The Executive Committee shall be acceded in the form of cabinet.

4.1.2 A list of nominees of each cabinet should be submitted before the closing of nomination period.

4.1.3 The nomination must be seconded by at least one full member. Otherwise, the nomination is declared lapsed.

4.1.4 The nomination period shall start at the first day of

commence of the spring semester.

4.1.5 The nomination period may be re-opened once by the Election Committee in case there is no nomination. The Election Committee shall issue a public notice to announce the re-open.

## **4.2 Voting**

4.2.1 When there is only one cabinet, the cabinet shall be affirmed elected ipso facto.

4.2.2 Each full member shall be entitled to one vote.

4.2.3 Voting shall be taken in the form of secret ballots.

4.2.4 One member of the Election Committee shall act as a teller in the election.

4.2.5 After the counting of votes, the Chairperson shall declare the outcome of voting and the declaration is final.

4.2.6 Only one re-voting may be ordered by full members if requested by no less than one-fifth of the full members.

4.2.7 No member who has not taken part in the original vote may vote in the re-voting.

4.2.8 Should an equal number of votes is cast for two or more cabinets and this situation could not be resolved by the election system announced by the closure of the nomination period, the Chairperson shall either eliminate or elect one of concerned cabinets by lot with respect to the intention of the election system.

## **4.3 Election Committee**

4.3.1 The Executive Committee shall appoint an Election Committee consisting of three persons including both members of the Executive Committee and full members who is not a member of the Executive Committee by 7 days before the commencement of the nomination period.

4.3.2 No member of the Election Committee shall be eligible for nominating or being nominated as a candidate or a member of a cabinet for the election.

4.3.3 All complaints about the Election shall be in writing and shall be submitted to the Convener of the Election Committee.

4.3.4 The power of the Election Committee shall be to handle complaints about the election, and if necessary void the voting and order a re-voting.

4.3.5 The Election Committee may order only one re-voting. Should the Election Committee void the re-voting and no further re-voting may be ordered in accordance with this Constitution, one cabinet shall be elected by lot.

4.3.6 Should the voting is void without re-voting or election by lot, or there is no nomination, the Annual General Meeting shall resolve the matter, including but not limited to conducting a by-election.

4.3.7 The power of the Election Committee shall introduce a maximum amount of expenses allowed for each cabinet or candidate.

4.3.8 The Election Committee shall issue a public notice to announce the commencement and the duration of the nomination period and the election system at least 7 full days before the first day of spring semester.

## **Article 5 : The Executive Committee (Ex-co)**

### **5.1 Name**

5.1.1 The name of the organization formed under this section shall be "Executive Committee of the Tchoukball Club HKUSTSU".

### **5.2 Definition**

5.2.1 The Executive Committee shall be the supreme executive organization of the society.

### **5.3 Executive Committee Members**

5.3.1 The Executive Committee shall be composed of at least 5 of the following office bearers and at most 20 office bearers, in which each office bearer shall not hold more than one post in the society:

5.3.1.1 One Chairperson

5.3.1.2 Two Vice-Chairperson

5.3.1.3 Three Secretary

5.3.1.4 One Financial Secretary

## **5.4 Authorities and Responsibilities**

5.4.1 Responsible for all matters related to the society between two successive AGMs.

5.4.2 Prepare and publicize an annual budget and year plan.

5.4.3 Appoint representatives for the society to participate in meetings and activities outside the University society.

## **5.5 Duties of individual office-bearers**

5.5.1 The Chairperson shall be the chief executive, the representative of the society and shall chair all Executive Committee meetings.

5.5.2 The Vice-Chairperson shall assist the Chairperson in all external and internal affairs, and shall be the acting chairperson of the Executive Committee in the absence or resignation of the Chairperson.

5.5.3 The Secretary shall be responsible for all general secretarial duties.

5.5.4 The Financial Secretary shall be responsible for all matters related to the finance of the society.

## **5.6 Session**

5.6.1 The Executive Committee session shall commence on the following day of the AGM and terminate on the day of the AGM of the next year.

## **5.7 Resignation of Executive Committee Members**

5.7.1 Any member of Executive Committee shall resign whenever they cannot be qualified as a full member of the society.

5.7.2 Should there arise vacancy in the Executive Committee, that vacancy may be filled by any full member appointed by the Executive Committee.

5.7.3 Any member of Executive Committee may apply for resignation at any time by giving written notice to the Executive Committee. The application should be approved in a General Meeting with a vote of non-confidence. Notice about approval for resignation shall be given on public notice within 14 full days

5.7.4 The Executive Committee shall issue public notice on any

change of the composition of the Executive Committee within 7 full days.

5.7.5 Any member of Executive Committee may be removed by a vote of non-confidence passed by a two-third simple majority in a General Meeting. A motion of non-confidence can only be called for the reasons:

- i. Negligence of duties;
- ii. Unbecoming conduct;
- iii. Any resignation;

For the reason of i. or ii. ,The passage of non-confidence motion shall call for immediate resignation of person or people against whom the vote is moved.

## **Article 6 : Membership Fee**

### **6.1 General**

6.1.1 The membership fee shall be proposed by the Executive Committee and endorsed by the general meeting.

6.1.2 No membership fee is refundable.

## **Article 7 : Amendment to and Interpretation of this Constitution**

### **7.1 Definition**

7.1.1 Public Notice shall mean either an email sent to all members of the society or a written notice posted on at least three of notice areas designated for Independent Clubs by the Council, HKUSTSU.

### **7.2 Interpretation of this Constitution**

7.2.2 Interpretation of this Constitution shall be vested in General Meetings and between General Meetings the Executive Committee.

### **7.3 Amendment to this Constitution**

7.3.1 This Constitution may only be amended by a resolution passed in a General Meeting with a simple majority or by the Executive Committee not more than fourteen full days on receiving a written requisition signed by a strict majority of full



members of the society.