

# **Constitution of Students' Karate Club, HKUSTSU**

## **A. General**

### ***Name of the club***

1. The full name of the Club shall be "Students' Karate Club, HKUSTSU" hereafter referred to as "the Club". The Chinese name of the Club shall be "香港科技大學學生會空手道學會".
2. The Club shall be affiliated to the HKUSTSU.

### ***Objectives***

3. The aim of the Club shall be promoting general interest in Karate among the students of HKUST and establishing friendly relationships with other Karate organizations outside the University.

## ***Membership***

### **4. Membership system:**

- (a) All undergraduates or post-graduates of the HKUST, who are full members of the Students' Union, shall be Full Members of the Club on payment of the membership subscription.
- (b) Staff of the University shall be Staff Members of the Club on payment of the membership subscription.
- (c) Any person recommended by at least five executive committee members including President of the Club, shall become an Associate member on payment of the membership subscription.
- (d) Only Full Members shall have the right to vote in general meetings and be nominated for election.

### **5. Membership Subscription, Tuition Fees and other Fees:**

Each member shall pay the member subscription, tuition fees and other fees as appropriate at rates to be announced. Setting and revision of subscription and fees shall be proposed by the executive committee and enclosed by the general meetings.

## **B. Administration**

### ***Officials***

### **6. The Officials of the Club shall consists of:**

- (a) An Advisory Board consisting of the President, Patrons and Advisors of the Club to be invited by the Executive Committee.

- (b) An Executive Committee shall include the following members:
  - (i) President
  - (ii) Vice-President(s)
  - (iii) Financial Secretary
  - (iv) Internal or External Secretary
  - (v) Any other post as appropriate
- 7. The duties of the members of Executive Committee of the Club:
  - (a) The President shall be the chief executive and shall represent the Club in all matters.
  - (b) The Vice-President shall assist the President in all Club matters and in the absence of the President act as chairman of the Club.
  - (c) The Internal or External Secretary, depending on the nature, shall be responsible for all correspondence of the Club, drafting the minutes of all meetings, keeping a Minute Book, presenting a report for the year's activities and shall do all such things as may be authorized by the Committee.
  - (d) The Financial Secretary shall be responsible for all matters related to the finance of the Club.
  - (e) The responsibilities of other members of the Executive Committee shall be defined at the beginning of the term of officials.
- 8. The President, the Vice-President(s) and the Financial Secretary shall not hold any other positions in the Club.
- 9. The Club shall keep the following records:
  - (a) A Membership Book
  - (b) An Account Book
  - (c) A Minute Book in which the minutes of all General Meetings shall be kept.
  - (d) A record of all matches played and functions held by the Club.
  - (e) An Inventory Book for the Club.
- 10. Any vacancies in the Executive Committee other than the President can either be filled by any Full Member of the Society appointed by the Executive Committee, or kept vacant. For the post of President, the vacancy will be replaced by the Vice-President of the Club.
- 11. A public notice shall be issued in case there is any change of the office bearers.
- 12. The session of the Club shall commence on the first day after an annual general meeting to the day of the next annual general meeting.
- 13. The Executive Committee of the Club shall be elected at the Annual General Meeting and shall hold office until the next Annual General Meeting.

### ***General Meetings***

14. Executive Committee Meetings shall be convened by the President. A simple majority shall form a quorum, and each committee member will be given one vote.
15. The Annual General Meeting or Extraordinary General Meeting shall be convened by the President or any appointed member of the Executive Committee of the current session. 8 full members shall form a quorum.
16. If the quorum cannot be formed within one hour, the Annual General Meeting or Extraordinary General Meeting shall be postponed as arranged by the Executive Committee. If the quorum still cannot be formed, all attendees shall form the quorum.
17. At least seven days' notice shall be given of Annual General Meeting or Extraordinary General Meeting.
18. The annual report shall be prepared and presented in the Annual General Meeting.
19. The business of Annual General Meeting shall be:
  - To adopt and read the agenda.
  - To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may have occurred since the Annual General Meeting.
  - To adopt any changes in the constitution.
  - To receive and adopt the annual report of the Club for the current session.
  - To receive and adopt the financial report for the current session.
  - To discharge the responsibility of the current session's Executive Committee.
  - To elect and appoint the new cabinet as the Executive Committee for the next session.
  - Any Other Business.
20. For the agenda of the Annual General Meeting, the Society shall state whether there is any A.O.B in the meeting. If there is any A.O.B., the Society shall state that no other discussion is allowed other than those listed.
21. Upon requisition made in writing to the President of the Club, together with signatures of no less than 10 members, the committee shall convene an Extraordinary General Meeting within two weeks. Any such requisition shall specify the objects of the proposed meeting, and no other matter shall be discussed thereat without the consent of at least three-fourth of the members present. At least seven days' notice shall be given of such meeting.

### ***Vote of Non-confidence***

22. A motion of non-confidence may be put upon any official(s) in Annual General Meeting or Extraordinary General Meeting under the following allegations:

- (a) Acts of infringement against the Club's constitution; and/or
- (b) Negligence of his/her respective duties; and/or
- (c) Serious misconduct in his/her office.

The side official(s) shall be heard in his/her own defence and a vote of non-confidence may be moved. A vote of non-confidence duly passed shall call for his/her resignation.

### ***Elections***

23. The election of the new office bearers shall be held in the Annual General Meeting.

24. At least seven days' notice shall be given of the election.

25. An election board shall be set up at least seven days before the nomination period to handle all the matter concerning the annual election, including administration and complaints. The composition of the election board shall consist of both executive committee members and other full member(s). All nominators or nominees cannot be any members of the election committee.

26. The election board has the authority to handle and resolve any complaint received by itself.

27. The Committee shall invite at least one Returning Officer to act as Election Official.

28. Nominations:

- (a) Nominations for the office bearers of the Club shall be accepted forty-eight hours before the Annual General Meeting of the Club, provided that at least one nomination has been received for each respective post.
- (b) Nominations for election shall only be made by forms provided for the purpose by the Executive Committee of the Club. Each form shall contain the name of the candidate, together with the signature of a proposer, a seconder and the signature of the candidate signifying his of her consent, duly signed by any member of the Executive Committee of the Club certifying the date of receipt.
- (c) All candidates, proposers, seconders and office-bearers shall be full members of the Club.
- (d) In case there is no nomination received, the Annual General Meeting shall

resolve the matter.

- 29. The maximum amount of expenses allowed for each cabinet is \$200 during the election period.
- 30. Only full members of the Club shall vote in the election.
- 31. If more than 20% of invalid votes are received, the voting shall be considered void, and a second round voting shall be conducted.
- 32. A successful candidate shall be elected by a simple majority, and in case of equality of votes, the person presiding shall have the casting vote.

### ***Finance***

- 33. The Club shall not apply or accept any loans outside Students' Union.
- 34. The financial year of the Club shall coincide with the session of the Club.
- 35. The annual financial report shall be prepared by the Financial Secretary and presented in the Annual General Meeting.

### ***Constitution***

- 36. No amendment to the constitution shall be made except in the Annual General Meeting or any Extraordinary General Meeting convened for the purpose. At least seven days' notice shall be given of any amending motion.
- 37. All members must abide by the constitution of the Club.
- 38. The President, representing the Executive Committee, shall have the right of interpreting the Constitution during the general meetings.

### ***Dissolution***

- 39. The dissolution of the Society shall only be passed by a resolution made in a General Meeting with a three-quarter majority.
- 40. After dissolution, members of the Executive Committee shall be responsible for all matters of the dissolved body.
- 41. Notice of dissolution shall be posted in the Official Notice Area within 24 hours for not less than seven consecutive days.