

Constitution of the Rowing Club, HKUST

Chapter I General

Article 1 Name of the Society

The full name of the Society shall be The Rowing Club, the Hong Kong University of Science and Technology Students Union and in short, HKUSTSURC

Article 2 Official Language

The official languages of the Society shall be English and Chinese, enjoying equal status. Either of the two languages may be used in any formal meetings and functions. In case of discrepancies, unless otherwise specified, the English version shall be referred to

Article 3 Objectives

1. To promote the interest of its member in the field of rowing
2. To cultivate a sense of belonging within the university
3. To develop good relationships with other clubs, societies and organizations within and without the University in academic, social and cultural aspects
4. To promote the general welfare and privileges of its members

Article 4 Affiliated Club

The Rowing Club is affiliated to Students Union

Chapter II Membership

Article 1 Full Membership

1. Eligibility

All full-time undergraduates and postgraduates currently registered in the Hong Kong University of Science and Technology shall be eligible for applying Full Membership of the Club on payment of the prescribed fee

2. Privileges

- i. To use all facilities provided by the Club
- ii. To attend activities and functions arranged by the Club
- iii. To be eligible for Membership of Sub-organizations of the Club
- iv. To have the right to vote
- v. to have the right to nominate, to second and to be nominated for Election
- vi. To have the speaking right in any General Meeting

3. Obligations

- i. To follow the resolution of General Meeting
- ii. To follow the Constitution of the Club

Chapter III Advisors

Any person who may contribute to the Club and is recommended by the Executive Committee of the Club may be invited to be an advisor of the Club

Chapter IV General Meetings

Article 1 Authority

1. The resolution(s) of a General Meeting shall possess the highest authority in the Society. The resolution(s) of a General Meeting can be revoked only by a subsequent General Meeting of Referendum
2. The resolution(s) of a General Meeting shall be followed by all members of the Society

Article 2 Chairperson

1. The chair of all General Meetings shall be taken by the Chairperson of the Society
2. In the absence of the Chairperson, the Vice-Chairperson shall then conduct the General Meetings

3. The Chairperson shall prepare the agenda of all General Meetings under the instruction of the Executive Committee
4. The Chairperson shall have the right to second but no right to raise a motion or to vote
5. The Chairperson shall have the casting vote

Article 3 General Secretary

The General Secretary of the Society shall be responsible for taking notes and preparing minutes of all General Meetings

Article 4 Quorum

Ten percent or thirty-five of the Full Members of the Society (whichever is greater) shall form a quorum of a General Meetings

Article 5 Notice

Notice of all General Meetings together with the agenda shall be posted as least 7 clear days beforehand

Article 6 Postponement

1. A General Meeting shall be postponed if the quorum is not reached provided that there is thirty minutes of waiting period
2. Another General Meeting shall be convened within 10 days after the failure of the first one notice and agenda concerned shall be posted at least 3 clear days beforehand

Article 7 Voting

Any motion to be voted in any general meeting would be recognized only if there is a sample majority voting in favor with the motion

Article 8 Annual General Meeting

1. Occurrence
An annual general meeting shall be held within 2 weeks after the election of the new Executive Committee
2. Business
 - i. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all extraordinary general meetings, which may have held since the previous Annual General Meetings
 - ii. To receive and adopt the annual report of the Secretary for the current session of the Society
 - iii. To receive and adopt the financial report including an audited financial statement and a balance sheet of the Financial Secretary of the current session of the Society
 - iv. To introduce and inaugurate the Executive Committee of the next session
 - v. To pass and approve or amend the year plan and financial budget of the Executive Committee of the next session
 - vi. To pass amendments to the Constitution, if any
 - vii. To appoint an Honorary Auditor

Article 9 Extraordinary General Meeting

1. The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary
2. If there is a requisition signed by not less than ten percent or thirty (whichever is greater) of the Full Members of the Society, an Extraordinary General Meeting shall be convened by the Chairperson within two weeks after the requisition
3. Business not stated on the agenda shall not be discussed at any Extraordinary General Meeting unless a consent of at least two-third of the Full Members present there prevailed

Chapter V Referenda

Article 1 Authority

The resolutions of a Referendum shall have equal authority as that of General Meeting. The resolutions of Referendum can only be revoked by subsequent general meeting

Article 2 Referendum

Referendum shall be held and conducted by the Chairperson of the Society at the request of the Executive Committee or not less than ten percent or fifty (whichever is greater) of the Full Members of the Society

Article 3 Notice

Notice of a Referendum and the motion(s) to be voted shall be posted at least seven clear days beforehand by the Chairperson under the instruction of the Executive Committee

Article 4 Voting

1. Only Full Members shall possess the right to vote
2. Voting shall take place at polling station(s) which shall open for eight consecutive hours, from 10:00am to 6:00pm on the day of polling
3. Counting of votes shall be finished within twenty-four hours after the closure of voting and a provisional result shall be announced within this period. If no complaints are received within the following forty-eight hours, the provisional result shall then be declared to be an official result
4. The Executive Committee shall call for a meeting within three days after the closure of polling to decide whether the complaint(s) received is/are to be acceptable
5. Any decisions made shall be announced immediately by the Executive Committee after all the complaint(s) has/have been settled
6. Before the complaint(s) is/are settled, the provisional result shall not be regarded as the official result
7. The result of a Referenda shall be regarded as valid, provided that the number of note cast is not less than one-half of the Full Members of the Society except in cases of dissolution of the Society or dissolution of the existing Executive Committee
8. Authority of the Election board should be specified
9. Election board should be set up at least 7 days before nomination period starts
10. A Election board should be set up
11. The validity of an election should be verified

Chapter VI Organization

Article 1 Executive Committee

1. Composition

The Executive Committee shall comprise the followings:

-Chairperson

Information Technology Secretary
Promotion Secretary

2. No members of the Committee shall take more than one post

Article 2 Authorities and Responsibilities

1. The Executive Committee shall
 - i. Represent the Society in all matters
 - ii. Have the right to appoint Sub-Committees of the Executive Committee whenever deemed necessary
 - iii. Have the right to interpret the Constitution of the Society

- iv. Achieve the objectives of the Society
- v. Handle the daily affairs of the Society
- vi. Implement the resolutions of General Meetings and Referenda

Article 3 Duties of Individual Members of the Executive Committee

1. The Chairperson
 - i. The Chief Executive of the Society
 - ii. Represent the Executive Committee in all affairs
 - iii. Preside at all meetings of the Society
 - iv. Prepare the agenda of all General Meetings under the instruction of the Executive Committee
2. The Vice-Chairperson
 - i. Assist the Chairperson in all internal affairs of the Society
 - ii. Act as Ex-officio Chairperson in the absence of the Chairperson
 - iii. Assist the Chairperson in all external affairs of the Society
3. The General Secretary
 - i. Keep all records, apart from the financial reports of the Society
 - ii. Take minutes of all meetings of the Society
 - iii. Prepare the agenda of all Executive Committee meetings
4. The Financial Secretary
Responsible for all financial matters of the Society
5. The Information Technology Secretary
Responsible of designing the program of the Society
6. The Promotion Secretary
Responsible for all promotions of the Society
7. The Coordinator
Responsible for coordinating the Executive Committee and Sub-committee

Article 4 Sub-committee

1. The Executive Committee shall have the authority to appoint or approve members of any Sub-committee
2. The Executive Committee shall have the authority to delegate power to a Sub-committee for any purpose

Article 5 Executive Committee Meetings

1. The Chairperson shall have the right to convene a committee meeting for any purpose whenever deemed necessary
2. Each committee member, other than the Chairperson, shall have one vote. Whether an equal number of votes is cast, the chairperson shall have a casting vote.
3. The Chairperson shall convene a committee meeting upon a requisition signed by at least three Executive Committee members
4. Two-third of the Executive Committee members shall form a quorum of committee meeting

Article 6 Session Executive Committee

The session of an Executive Committee shall commence at an annual general meeting and cease at

Chapter VII Resignation and Vacancies

Article 1

Should the Chairperson is resigned, an extraordinary general meeting shall be convened by the Vice-Chairperson concerning the re-election of a Chairperson.

Article 2

Any Executive Committee member who wish to resign shall inform the committee and all other members of the Society by writing a signed letter and a notice concerning this matter shall also be posted.

Article 3

Any committee member, having committed any infringement of the Constitution of the Society, used the name of the Society in illegal or corruptive acts, been found for negligence of duties, may be demanded by the Executive Committee to resign at extraordinary general meeting.

Article 4

A vacancy in the Executive Committee, other than that of the Chairperson, can be filled by any Full Member of the Society appointed by the committee.

Chapter VIII Finance

Article 1 Financial Year

The financial year shall follow the session of the current executive committee

Article 2 Expenditure

1. The balance and proceeds of the last financial year, the membership fee and the donation of the current financial year shall be spent on the activities and functions of the Society
2. All expenditure of the Society shall be approved and signed by both the Chairperson and the Financial Secretary

Article 3 Budget

1. At the beginning of each financial year, a financial budget shall be prepared and presented by the Financial Secretary in the Annual General Meeting for adoption.
2. The budget proposed shall include the revision of membership fee, if any.

Article 4 Financial Report

At the end of each financial year, a financial report including an audited balance sheet and the financial statements shall be prepared and presented by the financial secretary in the following annual general meeting for adoption

Article 5 Membership Fee

1. All Full Members and Associate Members shall subscribe a lump-sum membership fee at their first registrations before entitling membership for the whole course
2. Any revision of the membership fee shall be proposed in the Annual General Meetings
3. No membership fee is refundable

Article 6 Loans

If the Society has financial difficulties, the Chairperson and the Financial Secretary, under the instruction of the Executive Committee, may borrow money from any entity on behalf of the Society after approved in a general meeting concerning such a matter.

Article 7 Bank Accounts

The Society may open a current account and/or a saving account in any government approved financial institutions with the name of the Society, provided that money can be withdrawn only with two signatures out of three authorized signatures including those of the Chairperson, the Financial Secretary or an appointed Executive Committee member.

Chapter IX Constitution

Article 1 Amendment

Amendment, if any, to the Constitution of the Society shall be made only in the Annual General Meeting

Article 2 Interpretation

The Executive Committee shall have the sole right to interpret the Constitution

Chapter X Dissolution of the Society

Article 1

General meeting shall be convened by the Executive Committee in discussion the matter concerning the dissolution of the Society, if necessary

Article 2

The Society will dissolve only if the matter is agreed by more than eighty percent of the Full Members