

## Constitution

### Constitution of Softball Club, Hong Kong University of Science and Technology Students' Union

#### Section I General

##### 1.1 Name

1.1.1 The full name of the society shall be "Softball Club, Hong Kong University of Science and Technology Students' Union", or in short "Softball Club, HKUSTSU". The full name of the society in Chinese shall be "香港科技大學學生會壘球會".

##### 1.2 Objective

1.2.1 To promote softball in our campus.

1.2.2 To arouse students' interest towards softball.

1.2.3 To provide more opportunities for students to have an experience playing softball.

##### 1.3 Official Language

1.3.1 Both English and Chinese shall be the approved official languages. In case of discrepancy, unless otherwise specified, the English version shall be referred to.

##### 1.4 Session

1.4.1 The session of the Softball Club, HKUSTSU shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.

##### 1.5 Affiliation

1.5.1 The club shall be affiliated to Hong Kong University of Science and Technology Students' Union.

#### Section II Membership

##### 2.1 Full Member

###### 2.1.1 Qualification

All HKUST full - time undergraduates and postgraduates can be full members of Softball Club, HKUSTSU, provided that they are HKUSTSU Full Members.

###### 2.1.2 Privileges

2.1.1.1 All potential members shall have paid the Full Member fee to be considered as full members of the society.

2.1.2.2 They have the right to be elected

2.1.2.3 They have the right to vote at the General Meeting.

2.1.2.4 They have the right to speak at the General Meeting.

2.1.2.5 They have the right to nominate.

2.1.2.6 They have the right to participate in the activities held by the club.

2.1.2.7 They have the right to hold office as the office bearers.

#### 2.1.3 Obligation

2.1.3.1 They have to abide by the Constitution of the society.

2.1.3.2 To follow the resolution of General Meetings.

2.1.3.3 All Softball Team members shall have obtained Full Membership, Associate

Membership or Honorable Membership of Softball Club

#### 2.2 Associate Member

##### 2.2.1 Qualification

All HKUST full-time undergraduates and postgraduates can be associate members of Softball Club, HKUSTSU.

2.2.2 All potential members shall have paid the Association Member fee to be considered as Association Members of the club.

##### 2.2.3 Privileges

They have the right to participate in the activities held by the club.

##### 2.2.4 Obligation

2.2.3.1 They have to abide by the Constitution of the club.

2.2.3.2 To follow the resolution of General Meetings.

2.2.3.3 All Softball Team members shall have obtained Full Membership, Associate Membership or Honorable Membership of Softball Club

#### 2.3 Honorable Member

##### 2.3.1 Qualification

All past full members of Softball Club, HKUSTSU can be honorable member of Softball Club, HKUSTSU

##### 2.3.2 Privilege

2.3.2.1 They have the right to speak at the General Meeting.

2.3.2.2 They have the right to participate in the activities held by the club.

##### 2.3.3 Obligation

2.3.3.1 They have to abide by the Constitution of the club.

2.3.3.2 To follow the resolution of General Meetings.

2.3.3.3 All Softball Team members shall have obtained Full Membership, Associate

Membership or Honorable Membership of Softball Club

## Section III Organization

### 3.1 Authority

The Executive Committee shall be the executive body of the society, unless otherwise ruled by the resolution of the General Meeting.

### 3.2 Responsibility

The Executive Committee is responsible to all members of the society and the General Meetings.

### 3.3 Composition

The Executive Committee of Softball Club, HKUSTSU, shall consist of a maximum of 16 members and shall consist of at least 6 members at the following posts:

Chairperson

Internal Vice-Chairperson

External Vice-Chairperson

Internal Secretary

External Secretary

Financial Secretary

3.3.1 Apart from the Chairperson, Internal Vice-Chairperson, External Vice-Chairperson, other posts can be held by more than one person.

3.3.2 The Chairperson, Internal Vice-Chairperson, External Vice-Chairperson and Financial Secretary shall not hold any other position in the club.

3.3.3 At least half of the executive members should be in the softball team including the following posts.

a) Chairperson

b) Internal Vice Chairperson

c) External Vice Chairperson

### 3.4 Duties of the Executive Committee:

The Chairperson, who shall be the chief executive of the Executive Committee and the club, is responsible for presiding at all regular and General Meetings of the club, and preparing the agenda for all General Meetings.

The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs and shall take the role of acting Chairperson during the absence of the Chairperson.

The External Vice-Chairperson shall assist the Chairperson in all external affairs.

The Internal Secretary shall be responsible for keeping all records of the society and taking minutes at every meeting of the club.

The External Secretary shall be responsible for the correspondence of the society with the general public, concerning external affairs of the club.

The Financial Secretary shall be responsible for all financial matters of the society and keeping all Financial Reports.

The Welfare Secretary ,if such position is occupied ,shall be responsible for the recreational activities for the members of the club.

The Promotion Secretary ,if such position is occupied ,shall be responsible for the promotion of all functions of the club.

### 3.5 Change in office bearers

3.5.1 The Executive Committee shall give not less than five days' notice, posted on the public notice board, for the announcement of the change of the office bearers. The mass email of the announcement shall be sent to all members of the society.

3.5.2 In case of resignation of any Executive Committee member, the position(s) may be either kept vacant or determined by the society.

The society should either co-opt a Full Member to take up that position, or by-election.

## SECTION IV General Meeting

### Annual General Meeting

#### Business

To amend the Constitution, if any.

To resolve any business other than election and dismissal.

To discuss and if thought fit, to adopt Annual Report and Financial Report of the current session.

To discuss and if thought fit, to adopt proposed year plan and financial budget drafted of the next session.

To adopt the minutes of previous General Meeting.

#### Meeting

The chairperson of the Annual General Meeting shall be the Chairperson of the current Executive Committee.

The secretary of the Annual General Meeting shall be the Internal Secretary of the current Executive Committee.

The Annual General Meeting shall be open to all members of the society.

Simple majority shall be used to resolve any motion, provided that the

number of votes is at least equal to half of the number of Full Members present, excluding the Chairperson of the Annual General Meeting.

For the agenda of the Annual General Meeting, the club should state any A.O.B. in the meeting. If there is any A.O.B, the club shall state no other discussion is allowed other than those listed.

#### 4.1.3 Quorum

4.1.3.1 The Annual General Meeting shall only be valid with a quorum of twenty Full Members of the club.

4.1.3.2 During the progress of General Meeting, if attendance falls below fifteen members, the General Meeting shall no longer be valid.

4.1.3.3 If the quorum cannot be formed within one hour, the Annual General Meeting shall be postponed for a week. If the quorum still cannot be formed, all attendees shall form the quorum.

#### 4.1.4 Public Notice

The Executive Committee shall give not less than five days' notice for the announcement of the Annual General Meeting. The mass email of the announcement shall be sent to all members of the club.

### 4.2 Extraordinary General Meeting

#### 4.2.1 Business

4.2.1.1 To amend the Constitution, if any.

4.2.1.2 To resolve any business other than election and dismissal.

4.2.1.3 To adopt the minutes of previous General Meeting.

#### 4.2.2 Procedure

4.2.2.1 An Extraordinary General Meeting can be called by the Executive Committee.

4.2.2.2 Full members can also call an Extraordinary General Meeting, provided that a written requisition signed by not less than 20 Full Members of the society is received.

#### 4.2.3 Meeting

4.2.3.1 The chairperson of the Extraordinary General Meeting shall be the Chairperson of the current Executive Committee.

4.2.3.2 The secretary of the Extraordinary General Meeting shall be the Internal Secretary of the current Executive Committee.

4.2.3.3 The Extraordinary General Meeting shall be open to all members of the club.

A simple majority shall be used to resolve any motion, provided that the numbers of votes is at least equal to half of the number of Full

Members present, excluding the Chairperson of the Extraordinary General Meeting.

For the agenda of the Extraordinary General Meeting, the society should state any A.O.B. in the meeting. If there is any A.O.B, the society shall state no other discussion is allowed other than those listed.

#### 4.2.4 Quorum

4.2.4.1 The Extraordinary General Meeting shall only be valid with a quorum of twenty full members of the society.

4.2.4.2 During the progress of the meeting, if attendance falls below the quorum, the meeting shall no longer be valid.

4.2.4.3 If the quorum cannot be formed within one hour, the Extraordinary General Meeting shall be postponed for a week. If the quorum still cannot be formed, all attendees shall form the quorum.

#### 4.2.5 Public Notice

The Executive Committees shall give not less than five days' notice for the announcement of the Extraordinary General Meeting. The mass email of the announcement shall be sent to all members of the club.

### SECTION V Annual Election

5.1 The Annual Election aims at electing an Executive Committee.

5.2 The Annual Election shall be held by the Executive Committee of the current session.

5.3 The nominated cabinet members shall all be Full Members of the club.

#### 5.4 Voting

5.4.1 The result of voting is based on the method of simple majority.

5.4.2. Voting during the election shall be in straight secret ballots.

5.4.3 If there is only one cabinet, the ballot paper shall have three options: Confidence, Non-confidence, and Abstain. In cases there are more than one cabinet, the ballot paper shall have an option for each cabinets together with an abstain option.

5.4.4 If more than 40% of the total number of Votes is Abstain Vote, re-polling is needed.

5.4.5 The minimum number of valid vote received in the Annual Election shall be 20

5.4.6 The cabinet is successful upon receiving a great more confidence votes than non-confidence votes in the event of only one

cabinet running for the Election.

5.4.7 When there are two or more cabinets, the successful cabinet shall be the one receiving the highest number of votes.

## 5.5 The Election Board Committee

### 5.5.1 Composition

The Election Board Committee shall be appointed by the Executive Committee in the current session. It shall consist of four members from the Executive Committee in the current session.

5.5.2 The Chairperson or the Internal Vice Chairperson shall be the Chairperson of the Election Board Committee.

5.5.3 All nominators and nominees shall not be the members of the Election Board Committee.

### 5.5.4 Duties of the Election Board Committee:

5.5.4.1 To handle all administrative work and deal with complaints concerning the Annual Election.

5.5.4.2 To define a set of rules for the nominated cabinet(s) to abide by. The rules should not conflict with any term in this Constitution.

5.5.4.3 To take appropriate actions on any nominated cabinet(s) that has (have) not abided by the rules. A nominated cabinet may be disqualified from the Annual Election in case of extreme violation of the rules.

5.5.4.4 To investigate into all complaint cases, if any, within two working days after complaint letters are received by the Election Board Committee.

5.5.4.5 To announce the results of investigation in written form after the completion of investigation.

5.5.4.6 To approve and announce the result of Annual Election officially, on condition that all complaints have been settled.

5.5.4.7 To set the maximum expenses allowed for the promotions of each nominated cabinet.

5.6 In case of no nomination received, the Executive Committee shall appoint a maximum of eight Full Members at the Annual General Meeting to become the Provisional Executive Committee to take up the administrative work.

5.7 The Provisional Executive Committee shall be dissolved:

- (a) When a Provisional Executive Committee is inaugurated as Executive Committee following the resolution of General Meeting; or
- (b) At the end of the current session.

5.8 To issue public notices within clear stated period to inform members about election and any amendment of the constitution.

5.9 To set up the election board at least 7 days before the nomination period starts.

## SECTION VI Finance

6.1 The Financial Year shall follow the session of the current Executive Committee.

6.2 The fund of the club shall be used on the administrative matters and activities of the club only.

### Financial Budget

The proposed Financial Budget shall be prepared and presented by the Financial Secretary of the next session in the Annual General Meeting for adoption.

### Financial Report

The Annual Financial Report shall be prepared and presented by the Financial Secretary of the current session in the Annual General Meeting for adoption.

### 6.5 Bank Account

The Society may open a current and/or savings account in any Government-approved financial institution with the names of the Financial Secretary and the Chairperson together with another appointed Executive Committee member, provided that money can be withdrawn only with at least two authorized signatures including the signature of the Financial Secretary and/or the signature of Chairperson.

### 6.6 Membership fee

6.6.1 Any change in the amount of membership fee shall be approved at the Annual General Meeting or Extraordinary General Meeting.

6.7 Executive Committee members cannot apply or accept any loans outside Students' Union.

## SECTION VII Constitution

### 7.1 Amendment

7.1.1 Any amendment of the Constitution must be approved at the Annual General Meeting or Extraordinary General Meeting, with a specific agenda.

7.1.2 Any amended Constitution shall be in use immediately after the approval from General Meeting .



## 7.2 Interpretation

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

## SECTION VIII Resignation

### Procedure

8.1.1 Formal letter should be sent to all of the Executive Committee members by

e-mail to explain the reasons.

8.1.2 Approval should be made by the whole cabinet within one week.

8.1.3 Executive Committee members are allowed to find any full member to replace him/ her. If no one can be found for replacement, one of the existing Executive committee members should take up his/ her post and responsibility.

8.1.4 Resignation will only be valid after sending e-mail to acknowledge all of the members in one week.

8.1.5 If the whole cabinet consists of less than 6 members, the cabinet will be dissolved.

## SECTION IX Non confidence

### Procedure

9.1.1 EGM should be held to discuss the agreement towards the non-confidence of the Executive Committee members.

9.1.2 Only with the vote of two-third present full members, the non-confidence will be adopted.

9.1.3 Current cabinet needs to find any full member to take up the post within 2 weeks. If no one can be found for replacement, one of the existing Executive committee members should take up his/ her post and responsibility.

9.1.4 If the whole cabinet consists of less than 6 members, the cabinet will be dissolved.

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