

## **Constitution of the Judo Club, HKUSTSU**

### **1 NAME**

1.1 The name of the Club shall be " Judo Club, HKUSTSU" in English and "香港科技大學學生會柔道學會" in Chinese.

### **1.2Affiliation**

The Society shall affiliate to the Hong Kong University of Science and Technology Students' Union.

### **2 OBJECTIVES**

2.1 The objectives of the Club shall be:

- (a) To promote Judo in the Hong Kong University of Science and Technology;
  - (b) To organize activities and Judo courses for the Club members;
  - (c) To organize matches with other tertiary institution or secondary schools;
  - (d) To advance and safeguard the welfare, rights and privileges of the Club members;
- and
- (e) To represent the Club as a whole.
  - (f) To improve the physique of the members

### **3 MEMBERSHIP**

3.1 The Club shall consist of the following types of members:

(a) Full Membership;

All full-members of the Hong Kong University of Science and Technology Students' Union (HKUSTSU) who has paid three years membership fee shall be eligible for full membership of the Club.

(b) Associate Membership;

All current full-time students, part-time students and full-time staff shall be eligible for the associate membership on payment of the prescribed fee.

(c) Honorary Membership.

Honorary membership may be conferred by the General Meeting upon any person who, in the opinion of the General Meeting, has rendered outstanding service to the Club or has distinguished himself/herself by eminence in the club.

3.2 A Full Member shall be entitled to enjoy all facilities provided by the Club, to take part in all its activities, to attend and vote at all elections and meetings of the Club. Only Full Members of the Students' Union shall be eligible for being full members or office bearers of the Club.

3.3 Associate Members and Honorary Members shall be entitled to all the rights and privileges of Full Members, except they shall not have the right of Full Members to vote or to stand for election of the Club.

#### 4 THE GENERAL MEETING

4.1 Any resolution passed by a majority vote in a General Meeting of the Club shall possess the highest authority. The resolution shall be abided by all members.

4.2. The Annual General Meeting shall be convened by the President of the current session within FOUR weeks after the commencement of the Executive Committee session.

4.3 The Executive Committee members of the Society of both current and proposed sessions shall attend the Annual General Meeting, excluding those with reasons accepted by the presidents of current and proposed session before the commencement of the A.G.M.

4.4 The business of the Annual General Meeting shall include the following:

4.4.1 To receive and adopt the minutes of the previous Annual General Meeting and the minutes of all subsequent General Meetings.

4.4.2 To receive and adopt the Annual Report of the Executive Committee for the current session.

4.4.3 To receive and adopt the audited Annual Financial Report for the current session.

4.4.4 To receive and adopt the Financial Report about the election expenses of proposed session.

4.4.5 To adopt the Annual Work Plan of the proposed Executive Committee

4.4.6 To adopt the Annual Budget of the proposed session.

4.4.7 Any Other Business (A.O.B) specified in the notice of meeting by the Executive Committee.

4.5 The Executive Committee shall give not less than three consecutive clear days' public notice for a General Meeting of Full Members. The notice shall specify the date, time and venue of the meeting and the business to be transacted thereat.

4.6 The quorum for a General Meeting shall be no less than one-eighth of all full members of the Club.

4.7 If a quorum is not present after 30 minutes of the time scheduled for the commencement of the General Meeting, the meeting shall be postponed and another Meeting shall be convened within ten days after the failure of the first one. The Agenda shall be posted two days beforehand and all full members present in the second Meeting thereat shall form a quorum.

4.8 The Chairperson, or in his/her absence the Internal Vice Chairperson shall preside as chairperson at every General Meeting. If neither of them shall be present, the full members present shall elect one of themselves to preside as chairperson.

4.9 The Chairperson may, with the consent of the meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place.

4.10 No resolution shall be passed at any General Meeting other than the resolution specified in the notice of meeting. A resolution may be amended with the consent of a majority of the Full members present but no amendment shall be permitted which has the effect of substantially altering the meaning or intent of the original resolution. The Chairperson shall not put to the meeting any amendment which he/she considers to have such effect.

4.11 At any General Meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless the meeting decides on a procedural motion to vote on the resolution by secret ballot, or unless the Chairperson decides to do so in which a vote by secret ballot shall be held.

4.12 Only members under article 3.1 are eligible to attend the General Meeting of the Club.

4.13 The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.

#### 4.14 Voting in General Meeting

1 Motions will not be valid if they are not seconded.

2 If there is no opposition against the seconded motion, the motion shall be adopted.

3 If there is an opposition against the seconded motion, a poll shall take place under the fulfillment of the quorum. Simple majority shall be applied as the method of voting. If the quorum is not fulfilled, the Annual General Meeting shall be suspended. The duration of the suspension shall be decided by the Chairperson of the Annual General Meeting.

### 5 THE EXECUTIVE COMMITTEE

5.1 The Executive Committee shall be elected in the form of cabinet by full members and shall hold office from the conclusion of the Annual General Meeting in the year of their election until conclusion of the Annual General Meeting in the following year.

5.2 The Executive Committee shall consist of the following members:

(a) The Chairperson, who shall

(i) be the head of executive of the Club;

(ii) be responsible for administration of the Club; and

(iii) represent the Club externally;

(b) The Internal Vice Chairperson, who shall assist the Chairperson in carrying out his/her duties and in addition, be responsible for all internal coordination of the Club;

(c) The External Vice Chairperson, who shall assist the Chairperson in carrying out his/her duties and in addition, be responsible for all external matters of the Union;

(d) The Team Coordinator, who shall be responsible for all coordination work between the Club and team and promote relationship between the Club and the Team;

(e) The Financial Secretary, who shall be responsible for all financial matters of the

Club;

(f) The Promotion Secretary, who shall be responsible for all matters concerning the promotion of the Club and assist in the promotion work of the programmes organized by the Society including all art works.;

(g) Any reasonable post(s)

5.3 In addition to the duties as specified in 5.2, members of the Executive Committee shall collectively and individually be responsible for the performance of the duties of the Executive Committee under this Constitution.

5.4 The Chairperson, or in his/her absence the Internal Vice Chairperson, shall preside over and coordinate the work of the Executive Committee and individual office bearers.

5.5 The Chairperson, the Vice-Chairperson(s) and the Financial Secretary shall not hold any other positions in the Club.

5.6 The Executive Committee shall give not less than three consecutive clear days' public notice for changing of the office-bearers in General Meeting.

## 6 FINANCE

### 6.1 Financial Year

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

### 6.2 Executive Fund

6.2.1 The outstanding balance, membership fee, donation and proceeds of the last financial period shall be transferred to the Executive Fund.

6.2.2 All transactions of the Executive Fund shall be approved by the meeting.

6.2.3 All Executive Fund shall be used only for activities of the Club and other purpose that comply with the Club's objectives.

### 6.3 Financial Reports

At the end of each session, the Financial Secretary shall prepare an Annual Financial Report which shall be presented and approved with or without amendment at the Annual General Meeting.

### 6.4 Financial Budget

At the beginning of each session, the Financial Secretary shall prepare an Annual Financial Budget which shall be presented and approved with or without amendment at the Annual General Meeting

### 6.5 Expenditure

Any expenditure of the Club shall be approved by the Executive Committee and signed by two of the three Executive Committee members including the Chairperson, the Financial Secretary and one Executive Committee member appointed among themselves.

### 6.6 Membership Fee

Members shall pay full membership fee to the Association. The amount would only be revised at the General Meeting. Membership fee paid shall not be refundable.

### 6.7 Loans

6.7.1 The Executive Committee shall only borrow loans from any entity on behalf of the Club after approval in the meeting concerning such matter.

6.7.2 The Club shall not apply or accept any loans outside Students' Union (Those need financial assistance may approach Students' Union of Students' affair Office for help).

### 6.8 Fixed Assets

Disposal of any fixed assets with a balance greater than HK\$1,000 must be passed by the General Meeting.

### 6.9 Bank Account

The Club may open a current and/or savings account in any Government approved financial institutions, provided that money can be withdrawn only with two signatures from the three authorized persons including the Chairperson, the Financial Secretary or one Executive Committee member.

## 7 ELECTIONS

7.1 The nomination of Executive Committee for the new session shall be commenced at least two weeks and terminated at least three clear days before the Annual General Meeting of the new session.

7.2 The Executive Committee of the current session shall form the Election Board to hold the election and design all regulations for the election.

7.3 The nominated Executive Committee shall be in the form of a cabinet.

7.4 The election shall be held during the Annual General Meeting for the new session.

7.5 Should there be only one nominated cabinet, the cabinet will automatically be the new Executive Committee of the Club. If there was more than one nominated cabinet, the one with the highest number of vote cast by those attending the Annual General Meeting will be the new Executive Committee of the Club. In case there is no nomination received, the Annual General Meeting shall resolve the matter.

7.6 A quorum of 20% of all Full members should be achieved. The result of voting is based on the method of simple majority. The cabinet is successful upon receiving more confidence votes than non-confidence votes in case of only one cabinet running for the Election.

7.7 The election board shall be held at least 7 days before the nomination period starts.

7.8 The Executive Committee shall not give less than three consecutive clear day's public notice for the election during the Annual General Meeting. The notice shall specify the date, time and the venue of the Meeting and the business to be transacted thereat.

7.9 The election board will handle complain in 24 hours after the election through email.

7.10 Each cabinet or candidate shall not spend more than \$800 in the polling

## 8 CONSTITUTION

### 8.1 Amendment

The amendment to this Constitution may be made by a resolution of not less than two-thirds of the quorum voting at a General Meeting for which proper notice has been given.

### 8.2 Interpretation

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

## 9 DISMISSION OF THE CLUB

### 9.1 Dismission

The Executive Committee is automatically dismissed when either fifty percent of the Executive Committee resign from the office or the Chairperson and the two Vice Chairpersons resign from the office.

### 9.2 Fund

If Club funds remain, the fund should be go to the benefit of the Club members and not to be shared by the Executive Members.

## 10 DISSOLUTION OF THE CLUB

10.1 The dissolution of the club is automatically established when a resolution of not less than two-third of the quorum voting at a General Meeting for which proper notice has been give.

10.2 The fund of the club should be go to the benefit of the Club members and not to be shared by the Executive Members.

## 11 VACANCY

11.1 In the event of any vacant post in the Executive Committee Members other than that of the President, the Executive Committee Members shall decide either to co-opt a Full member of the Association to be the acting holder of the vacant post or to keep it vacant. In case of the vacant post in the President, Vice-Presidents are responsible for taking up the work of the President.