

***CONSTITUTION OF
SQUASH CLUB,
HKUSTSU***

(REVISED IN MARCH 2006)

SECTION I GENERAL

Article 1: Name

- 1.1 The full name of the club shall be “Squash Club, HKUSTSU” in English and “香港科技大學學生會壁球學會” in Chinese. Here inafter referred to as ‘The Club’.

Article 2: Object

- 2.1 To promote the sport of squash.
- 2.2 To cultivate sportsmanship of members
- 2.3 To cultivate a sense of belonging to the Club and the University.
- 2.4 To advance and safeguard the rights, welfare and privileges of members

Article 3: Official Language

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

Article 4: Affiliation to Other Organization

- 4.1 The Club is granted affiliation to the Hong Kong University of Science and Technology Students’ Union.

Article 5: Session and Financial Year

- 5.1 The Session and Financial Year of the Club shall commence with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the next Annual General Meeting.

SECTION II MEMBERSHIP

Article 1: Types of Membership

- 1.1 The Club shall consist of four types of membership namely Full Members, Associate Members, Life Members and Honorary Members.

Article 2: Eligibility for Full Membership

- 2.1 All full members of the Hong Kong University of Science and Technology Students' Union who has paid the prescribed fee shall be eligible for full membership.

Article 3: Eligibility for Associate Membership

- 3.1 All students, staff and alumni of Hong Kong University of Science and Technology, other than students eligible for full membership, shall be eligible for associate membership.

Article 4: Eligibility for Life Members

- 4.1 All past Executive Committee members will automatically become Life Members.

Article 5: Eligibility for Honorary Membership

- 5.1 Coaches, benefactors and others duly recommended and invited by the Club members and approved at General Meetings of Full Members, shall be eligible for honorary membership.

Article 6: Privileges of All Members

- 6.1 All members shall have the right to take part in all clubs activities and functions and enjoy the facilities provided by the Club.

Article 7: Privileges of Full Members

- 7.1 All full members shall be given the following privileges:
7.1.1 To attend and vote in General Meetings of Full Members.
7.1.2 To vote, nominate and be nominated for elections of the Club.

Article 8: Life members

- 8.1 Life members shall be entitled to attend the Annual General Meeting and Extraordinary General Meeting of the Society, but they shall not have the right to vote.

Article 9: Obligations of All Members

- 9.1 All members shall have the following obligations:
9.1.1 To maintain good reputation of the Club
9.1.2 To pay prescribed membership subscription fee.
9.1.3 To abide by the Constitution and resolutions of General Meetings of Full Members.

Article 10: Membership Subscription Fee

- 10.1 The prescribed membership fee shall be set by the Executive Committee. Proposed amount shall be approved at General Meetings of Full Members if it represents an increase of 25% or more compared with the previous financial year.

SECTION III THE EXECUTIVE COMMITTEE

Article 1: Name

- 1.1 The name of the organization formed under this section shall be “Executive Committee of Squash Club, HKUSTSU” (Hereinafter referred as ‘Ex-Com’)

Article 2: Definition

- 2.1 The Ex-co shall be the supreme executive organization of the society.

Article 3: Functions

- 3.1 To be responsible for all matters related to the Club during their valid session.
- 3.2 To formulate policies of the Club in accordance with its objectives
- 3.3 To carry out resolutions of the General Meeting of the Club.
- 3.4 To promote relationship between members and the club.
- 3.5 To represent the members of the Club and the team in matters affecting their interest.
- 3.6 To enhance team spirit in Squash Team.

Article 4: Composition

- 4.1 The Executive Committee shall be composed of the following positions:
 - 4.1.1 President
 - 4.1.2 Internal Vice President
 - 4.1.3 External Vice President
 - 4.1.4 Financial Secretary
 - 4.1.5 Internal Secretary
 - 4.1.6 General Affairs Secretary
 - 4.1.7 Team Coordinator
- 4.2 In addition to the positions listed in Article 4.1, the Executive Committee shall be composed of at least two of the following positions:
 - 4.2.1 IT Secretary
 - 4.2.2 Promotion Secretary
 - 4.2.3 Marketing Secretary
 - 4.2.4 Welfare Secretary
- 4.3 The title of position may be amended in case of necessity.
- 4.4 Each member of the Executive Committee may take at most two posts, however, the President, Vice Presidents and the Financial Secretary shall not take more than one post.

Article 5: Duties of Individual Office-bearer

- 5.1 The President shall be the chief executive, the representative of the Club and shall convene and chair all the Executive Committee meetings.
- 5.2 The Internal Vice President shall assist the President in conducting his/her duties within the Club and promote coordination of the Executive Committee.
- 5.3 The External Vice President shall assist the President in conducting his/her duties outside the Club.
- 5.4 The Financial Secretary shall be responsible for all financial affairs of the Club and in particular shall keep record of all income and expenditure of the Club and prepare the Annual Budget and Financial Report of the Club.
- 5.5 The Internal General Secretary shall produce minutes of all Executive Committee meetings and responsible for all documents filing.
- 5.6 The General Affairs Secretary shall be responsible for all general affairs to facilitate workflow in the Club.
- 5.7 The Team Coordinator shall be responsible for all coordination work between the Club and team and promote relationship between the Club and the Team.
- 5.8 The IT Secretary shall be responsible for major computer-related work such as the maintenance of Club's homepage.
- 5.9 The Promotion Secretary shall be responsible for publicizing the Club and its activities by means such as posters, leaflets and notice boards.
- 5.10 The Marketing Secretary shall be responsible for contacting outside organizations or firms to invite sponsorships for the Club.
- 5.11 The Welfare Secretary shall be responsible for arranging welfare benefits for the Club members.

Article 6: The Executive Committee Meeting

- 6.1 The President, or in case of his/her absence the Internal or External Vice President, shall have the right to chair Executive Committee Meetings.
- 6.1 The Executive Committee shall meet at least once every month and whenever necessary.
- 6.2 The President shall convene a meeting upon requisition of at least 3 Executive Committee Members.
- 6.3 Excluding the President, at least half of the Executive Committee Members shall be present in all Executive Committee Meetings.
- 6.4 Except the President, all Executive Committee Members shall be given a vote. In case of a tie, the President shall have a casting vote.

Article 7: Vacancies and Resignation

- 7.1 Shall any member of the Executive Committee wish to resign from office, he/she must present a written request of resignation to the Club Executive Committee at least two weeks before the Executive Committee Meeting in which the resignation is recognized and approved by a two-thirds majority vote.
- 9.2 Shall the President resign; the Internal Vice President shall become the President.
- 9.3 Shall any Executive Committee member other than the President resign; the vacancy shall be filled through cooption of any Full Member of the Club by the Executive Committee and shall be approved at Executive Committee Meeting by a two-thirds majority vote or leave it vacant.
- 9.4 Any Committee Member, having committed any infringement of the Constitution of the Club, used the name of the Club in illegal or corrupt acts, or been found negligent for his/her duties, may be requested by the Executive Committee to resign at General Meetings of Full Members. Any member of Executive Committee may be removed from office by a vote of non-confidence passed by a two-thirds majority.

SECTION IV ELECTION

Article 1: Nomination

- 1.1 The nomination of Executive Committee for the new session shall be commended at least two weeks and terminated at least three clear days before the Annual General Meeting.
- 1.2 The nomination shall be in the form of a cabinet.
- 1.3 The nominated cabinet shall send their nomination list to the Club's email account at least seven days before the Annual General Meeting.
- 1.4 The General Affairs Secretary shall be responsible for the issuing of nomination list of new cabinet to all members at least three days before the date of Annual General Meeting.
- 1.5 If there is no nomination received, the Annual General Meeting shall resolve the matter.

Article 2: Election

- 2.1 The voting shall be decided on a show of hands at the Annual General Meetings.
- 2.2 The nominated cabinet shall be declared as the new Executive Committee if:
 - 2.2.1 The quorum of the general meeting is present throughout the election
 - 2.2.2 The total number of vote for the cabinet is greater than the total number of vote against the cabinet.
- 2.3 If there is more than one nominated cabinet, the nominated cabinet shall be declared as the new Executive Committee if:

- 2.3.1 The quorum of the general meeting is present throughout the election
- 2.3.2 The total number of vote for the cabinet is greatest among all nominated cabinets.

Article 3: Election Board

- 3.1 An election board shall be formed for the purpose of receiving and handling all complaints concerning the election. The election board shall declare the result of the election void in case of any number of complaints found to be valid and these complaints substantially affect the result of the election.
- 3.2 The election board shall be composed of both members from the current Executive Committee and other Full Members of the Club. Any member of the nominated cabinet shall not be the member of the election board.
- 3.3 The election board shall be dissolved after 24 hours of the conclusion of election.

Article 4: Expense

- 4.1 The maximum scale of election expense of each cabinet is \$ 5000.

SECTION V GENERAL MEETING

Article 1: Authority

- 1.1 The resolutions of the Annual General Meeting shall be regarded as having the highest authority in all members related to the Society.

Article 2: Annual General Meeting

- 2.1. The Annual General Meeting of the Society shall be convened by the President of the Executive Committee and be held not later than the end of the eighth week of the Spring Semester.
- 2.2. The business of the Annual General Meeting shall be:
 - 2.2.1 The President shall be the Chairperson of the Annual General Meeting respectively. In case the President cannot attend the Meeting, Internal Vice President shall take the responsibility to be the Chairperson of the Annual General Meeting.
 - 2.2.2 To receive and adopt the minutes of the pervious Annual General Meeting and the minutes of all Extraordinary General Meetings held within the session.
 - 2.2.3 To receive and adopt the Executive Committee's Annual Report.
 - 2.2.4 To receive and adopt the Annual Financial Report of the previous session.
 - 2.2.5 To discusses and vote for any amendments to the Constitution of the Club, if any.
 - 2.2.6 To recommend the election of any Honorary Members.
 - 2.2.7 To receive and adopt the year plan and the financial budget for the coming session.
 - 2.2.8 To elect the new Executive Committee.

Article 3: Extraordinary General Meeting

- 3.1 The President, seconded by at least two Executive Committee members, shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.

3.2 The President shall convene an Extraordinary General Meeting upon a requisition signed by not less than ten Full Members or one-fifth of Full Members, whichever is less. Objectives of the meeting shall be specified in the requisition.

3.3 Public notice of an Extraordinary General Meeting, together with the agenda of the Meeting, shall be posted at least one before the date of the meeting.

Article 4: Vote of Non-confidence to the Executive Committee members

4.1 A vote of Non-confidence for infringement of the constitution, negligence of duties or unbecoming attitude may be moved against any member of the Executive Committee at an Extraordinary General Meeting held especially for the purpose. A vote so passed by a two-thirds majority shall call for the resignation of the person.

Article 5: Voting

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

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

5.3. 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 according to the Constitutions Section V general meeting Article 7 Quorum, the Annual General Meeting shall be suspended. The duration of the suspension shall be decided by the Chairperson of the Annual General Meeting.

Article 6: Notice

The official notice and agenda of the Annual General Meeting and Extraordinary General Meeting shall be posted at least seven clear days in advance. Postponement of any Annual General Meeting and Extraordinary General Meeting shall be announced at least three days beforehand.

Article 7: Quorum

7.1 In all Annual General Meeting and Extraordinary General Meeting of the Club, 20% of Full Members of the Club shall form a quorum.

7.2 If the quorum cannot be formed within one hour, the Annual General Meeting and Extraordinary General Meeting shall be adjourned. The Executive Committee shall decide and announce the date of the next meeting within the following week.

7.3 No business shall be transacted at any General Meeting unless half of the Executive Committee is present at the time when the Meeting proceeds business and continue to be present until the conclusion of the meeting.

SECTION VI FINANCE

Article 1: General

1.1 The Club shall not accept or apply for any loan outside the Hong Kong University of Science and Technology Students' Union.

Article 2: Bank Account

2.1 The Executive Committee shall open a savings account under the name of the Club, or under joint names of the President, the Financial Secretary and one Executive Committee Member, provided that money can be withdrawn only with at least two signatures from the three authorized persons.

- 2.2 The account shall be opened at the beginning and be terminated at the end of each financial year.

SECTION VII INTERPRETATION AND AMENDMENT OF CONSTITUTION

Article 1: Interpretation

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

Article 2: Amendments

- 2.1 No alteration of this Constitution shall be made except at Annual General Meeting or any Extraordinary General Meeting convened for the purpose.
- 2.2 An amendment of this Constitution may be made by a resolution passed by a two-thirds majority vote.

SECTION VIII DISSOLUTION

Article 1: Procedure

- 1.1 The Club shall only be dissolved by a resolution in a General Meeting with at least 80% of voting members present in its favor.
- 1.2 In the event of dissolution, all assets after the satisfaction of all its debts and liabilities shall be given to the Student Affairs Office.

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