

## **Section I: General**

### **1.1 NAME**

The name of this organization shall be ‘THE TABLE TENNIS CLUB, Hong Kong University of Science and Technology Students’ Union (TTC,HKUSTSU)’, hereinafter referred to as ‘the Club’

### **1.2 GOALS**

The goals of the Club shall be:

- a) To promote friendship and cooperation among members
- b) To promote the general welfare of the members
- c) To promote the social and athletic interests of the members
- d) To provide a communication link between the members and the University
- e) To provide a communication link the Club and those of the other tertiary institutions

The organization and operation of the Club shall be in accordance with the constitution and by laws of this Club.

### **1.3 OFFICIAL LANGUAGE**

Chinese and English, enjoying equal status, shall be the official languages of the Club. Either of both may be used in official meetings and official documents. Chinese, in its oral form, shall mean the Cantonese dialect and Putonghua. In case of discrepancy, unless otherwise specified, the English version shall be the final reference.

### **1.4 SESSION**

The session 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.

### **1.5 AFFILIATION**

The Club shall be affiliated to the Student Union of Hong Kong University of Science and Technology.

### **1.6 RESPONSIBILITY**

The Club is responsible for all matters and policies affecting the whole TTC member body.

## **Section II: Membership**

### **2.1 DEFINITION**

Two staff members shall be invited by the Executive Committee as Honorary Members. All full-time undergraduate and postgraduate students of the HKUST who have submitted the application form and the full-membership fee shall be the full members of the Club. All staff and part-time students of the HKUST who have submitted the application form and the full-membership fee shall be the associate full members of the Club. The expiry date of a full member is until his/her graduate (for full time students) or three years (for non-full time students).

All full-time undergraduate and postgraduate students of the HKUST who have submitted the application form and the one year membership fee shall be the one-year-members of the Club. All staff and part-time students of the HKUST who have submitted the application form and the one year membership fee shall be the associate one-year-members of the Club.

## 2.2 PRIVILEGES OF THE MEMBERS

The members of the Club shall have the right:

- a) To attend all General Meeting of the Club
- b) To speak and vote at the General Meeting and other voting events(for full members only)
- c) To be nominated in the election (for full members only)
- d) To nominate or select a candidate for election (for full members only)
- e) To use the properties and facilities of the TTC subject to the rules and regulations in force.
- f) To participate in all the functions and activities organized by the Club
- g) To be entitled to other privileges as may be conferred in the General Meeting
- h) One-year-member do not have the right to vote at the General Meeting and other voting events.

## 2.3 OBLIGATIONS

All members shall:

- a) Abide by the Constitution, by laws and regulation of the Club
- b) Abide by the resolutions of the General Meeting
- c) Pay their membership subscriptions
- d) Not act in any manner detrimental to the interest and welfare of the Club

## **Section III: General Meeting**

### 3.1 AUTHORITY

The vote in a General Meeting of the Club shall possess the highest authority in all matters affecting TTC members as a whole.

### 3.2 GENERAL MEETINGS

No General Meeting shall be held unless it is convened by the Chairman of the Executive Committee with the approval of, or at the request of the Executive Committee, or in accordance with a requisition signed by not less than ONE-THIRD or TWENTY whichever is greater of all the members. Any such requisition shall specify the objects of the proposed Meeting and no other matter shall be discussed.

### 3.3 ANNUAL GENERAL MEETING

- a) The Annual General Meeting shall be convened by the Chairman of the current session within FOUR weeks after the commencement of the Executive Committee session TWO weeks after the start of Fall semester.

- b) The Executive Committee members of the Club of the current session and the Chairman and Financial Secretary of the previous session shall attend the Annual General Meeting.
- c) The business of the Annual General Meeting shall include the following:
  - 1) To receive and adopt the minutes of the previous Annual General Meeting and minutes of all subsequent General Meeting
  - 2) To receive and adopt the Annual Report of the Executive Committee of the previous session
  - 3) To receive and adopt the audited Annual Financial Report of the previous session
  - 4) To adopt the Annual Work Plan of the current Executive Committee
  - 5) To adopt the Annual Budget of the current session

### 3.4 NOTICE

An Official Notice of the Annual General Meeting of the Club and the agenda thereof shall be posted at least a week beforehand. An Official Notice of all General Meetings of the Club and the agenda thereof shall be posted at least five clear days (one-hundred and twenty hours) beforehand.

### 3.5 QUORUM

The quorum of the General Meeting and the Annual General Meeting shall be not less than TWENTY or ONE-THIRD of all members whichever is greater.

### 3.6 VOTING

Decision of the voting is a meeting would only be recognized if the total number of vote cast is greater than or equal to TWO-THIRD of the attendance.

## **Section IV: The Annual Election**

### 4.1 GENERAL

- a) The purpose of the Annual Election is to elect the Executive Committee for the following session
- b) The election shall be held in one month before the end of spring semester
- c) Every candidate must be a member of the Club

### 4.2 ELECTION BOARD

- a) Election board shall be set up 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 election committee.
- b) The election board shall be set up at least 7 days before the nomination period starts.

### 4.3 MAXIMUM EXPENSES

The Executive Committee should introduce a maximum amount of expenses allowed for each cabinet or candidate

#### 4.4 ELECTION SYSTEM

- a) The Executive Committee shall be elected in the form of cabinet
- b) In case there is no nomination received, the Annual General Meeting shall resolve the matter
- c) Nominations:
  - 1) Nominations for the Committee of the Club must be handed in to the General Secretary of the Club on the first month of the Spring semester
  - 2) Each candidate can only join one cabinet
  - 3) A cabinet shall not be qualified for nomination if it has more than one post vacant. These vacancy shall not include the following:
    - i. Chairperson
    - ii. Vice-Chairperson
    - iii. General Secretary
    - iv. Financial Secretary
  - 4) In the event of any position of the Executive Committee, including the chairman becoming vacant, the Executive Committee can appoint any members to take up the post.
  - 5) The Internal Secretary shall post a list of all nominations on the second day after the deadline of nominations.
- d) Voting:
  - 1) Voting shall be in straight secret ballot.
  - 2) The counting of votes shall be finished within twenty-four hours after the closure of the voting and an official result shall be announced.
  - 3) Objections can be made only before the announcement of the official result.
- e) In the Election:
  - 1) A quorum of ONE-THIRD or TWENTY of all members should be achieved
  - 2) The result of voting is based on the method of simple majority
  - 3) The cabinet is successful upon receiving more confidence votes than non-confidence votes in case of only one cabinet running for the Election
- f) Abstained Votes:
  - 1) An abstained Vote is a vote that does not indicate confidence of non-confidence to the cabinet
  - 2) An abstained Vote will not be counted as 'for' or 'against' the cabinet

#### 4.5 OFFICIAL ANNOUNCEMENT

- a) Any elections of the club and the system of the election must be announced to the club members.
- b) Results of the Election shall be effective upon the official announcement by the Chairperson of the General Meeting.

#### 4.6 RE-ELECTION

A General Meeting for re-election shall be held in the event of the dissolution of the Executive Committee.

### **Section V: Executive Committee**

#### 5.1 AUTHORITY

The Executive Committee which shall be the executive body of the Club unless otherwise ruled by the General Meeting shall have the power:

- a) To represent the members of the Club on matters concerning the Club
- b) To carry out functions so as to implement the objectives of the Constitution and the dissolution of the General Meetings
- c) To appoint members of any executive sub-committees
- d) To make all regulation and exercise authority which should be necessary and proper for carrying into execution the foregoing powers

#### 5.2 RESPONSIBILITY

The Executive Committee shall be responsible to the General Meeting for all its undertakings.

#### 5.3 COMPOSITION

The Executive committee of the Club shall consist of the following executives:

- a) The Chairperson
- b) The Vice-Chairperson
- c) The General Secretary
- d) The Financial Secretary

#### 5.4 DUTIES OF INDIVIDUAL COMMITTEE MEMBER

The duties of the Executive Committee members shall be as follow:

- a) The Chairperson shall be the chief Executive of the Club and the ex-officio Chairperson of the Executive Committee
- b) The Vice-Chairperson shall assist the Chairperson in all his/her duties pertaining to affairs in fostering coordination of the Club and shall be the ex-officio Chairperson of the Executive Committee in the absence of the Chairperson
- c) The General Secretary shall assist the Vice-Chairperson in all his/her duties and shall be the ex-officio Hon. Secretary of the Executive Committee
- d) The Financial Secretary shall be responsible for all matters relating to the finance of the Club

#### 5.5 SUBCOMMITTEES

The Executive Committee may appoint or dismiss subcommittees for any specific purposes, at any time, either from themselves or from themselves of from the general body of members of the Club, and delegate power to them. Such sub-committee shall be responsible to the Executive Committee for all their actions.

#### 5.6 RESIGNATION

- a) Resignation of any Executive Committee member shall be accepted in the General Meeting or in the by-election General Meeting.
- b) The resignation should be announced to the members.

#### 5.7 DISSOLUTION

The Executive Committee is automatically dismissed when

- a) Any three members of the Executive Committee resign form office
- b) The Chairperson and the Vice-Chairperson resign form office

### **Section VI: Finance**

#### 6.1 GENERAL

- a) The financial year of the Club shall coincide with the session of the Club
- b) The Financial Secretary of the Executive Committee shall be responsible for the proper keeping of all books of accounts of the Club
- c) An Honorary Auditor shall be elected in the General Meeting and shall audit all the financial reports of the Club

### **Section VII: Amendment of the constitution**

#### 7.1 GENERAL

- a) Any amendment of the constitution must be in the General Meeting.
- b) Any amendment of the constitution must be announced to the members.