

SECTION I : GENERAL

1.1 NAME

The full name of the club shall be Fencing Club, Hong Kong University of Science and Technology Students' Union, abbreviation F.C. HKUSTSU and The Chinese name shall be "香港科技大學學生會劍擊學會". (hereinafter referred as the Club)

1.2 AFFILIATION TO OTHER ORGANIZATION

The club is granted affiliation to the Hong Kong University of Science and Technology Students' Union.

1.3 OBJECTIVES

- 1.3.1 To Promote the interest in Fencing.
- 1.3.2 To establish fraternal feeling among students of the university.
- 1.3.3 To relax mental strain and to maintain physical and psychological strength.
- 1.3.4 To provide healthy recreations at students' leisure.
- 1.3.5 To build up good sportsmanship, patience, perseverance and consideration of others.

1.4 OFFICIAL LANGUAGE

English and Chinese shall be the official language of the Club and enjoy equal status. Either or both shall be used in official documents. In case of discrepancy, unless otherwise stated, the English version shall be referred to.

1.5 SESSION AND FINANCIAL YEAR

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. The Session and Financial year can be amended in case of necessity.

1.6 FINANCIAL RELATION TO OTHER ORGANIZATION

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

SECTION II : MEMBERSHIP

2.1 TYPES OF MEMBERSHIP

The club shall consist of two types of members, namely full members and associate members.

2.2 ELIGIBILITY FOR FULL MEMBERSHIP

All full members of Hong Kong University of Science and Technology Students' Union shall be eligible for Full Membership.

2.3 ELIGIBILITY FOR ASSOCIATE MEMBERSHIP

All students, staffs and alumni of Hong Kong University of Science and

Technology, as well as all residence in the campus of Hong Kong University of Science and Technology, other than students eligible for Full Membership, shall be eligible for Associate Membership.

2.4 RIGHTS OF THE FULL MEMBERS

All full members shall be given the following rights:

- 2.4.1 To attend and vote at the General Meeting of the Club.
- 2.4.2 To vote, nominate and be nominated for elections of the Club.
- 2.4.3 To participate in every activity arranged by the Club.
- 2.4.4 To enjoy the facilities provided by the Club.

2.5 RIGHTS OF THE ASSOCIATE MEMBERS

All associate members shall be given the following rights:

- 2.5.1 To participate in every activity arranged by the Club.
- 2.5.2 To enjoy the facilities provided by the Club.

2.6 OBLIGATIONS OF THE MEMBERS

All members of the Club shall have the following obligations:

- 2.6.1 To pay the prescribed subscriptions.
- 2.6.2 To abide by the Constitution and resolution of the General Meetings.

SECTION III : EXECUTIVE COMMITTEE

3.1 FUNCTIONS

- 3.1.1 To formulate the policies of the Club in accordance with its objectives.
- 3.1.2 To carry out resolutions of the General Meetings of the Club.
- 3.1.3 To build up the relationship between the Club and the members.
- 3.1.4 To represent the members of the Club in matters affecting their interest.
- 3.1.5 To organize all activities of the Club.

3.2 COMPOSITION

The Executive Committee shall be composed of the following positions:

- 3.2.1 Chairperson
- 3.2.2 Vice-Chairperson
- 3.2.3 General Secretary
- 3.2.4 Financial Secretary
- 3.2.5 Promotion and publication Secretary
- 3.2.6 Equipment Manager
- 3.2.7 Venue Manager

The title and the number of posts can be amended in case of necessity. Each member of the executive committee may take at most two posts; however, the Chairperson, the Vice-Chairperson(s) and Financial Secretary shall not take more than one post.

3.3 DUTIES OF THE INDIVIDUAL EXECUTIVE COMMITTEE MEMBER

3.3.1 Chairperson

The chairperson shall be the chief executive of the Club, shall represent the Club in Affairs, shall convene all Executive Committee Meetings.

3.3.2 Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson in all his/her duties and in charge of the belongings of the Club, and organize the regular practice.

3.3.3 General Secretary

The General Secretary shall produce minutes of all Executives Committee Meetings, prepare the Annual Report and be responsible for all documents filing.

3.3.4 Financial Secretary

The Financial Secretary shall be responsible for all financial affairs of the Club and, in particular, shall keep records of all incomes and expenditures of the Club, prepare the Annual Budget and prepare the Annual Financial Report of the Club.

3.3.5 Promotion and Publication Secretary

The Promotion and Publication Secretary shall be responsible for promotion and publication of the Club.

3.3.6 Equipment Manager

The Maintenance shall be responsible for maintaining and repairing the fencing equipment of the Club, ensure they are in good condition at any time.

3.3.7 Venue Manager

The Venue Manager shall be responsible for the reservation of practice venue, and to remind club members and coach of the available practice time slots.

3.4 VACATION OF EXECUTIVE COMMITTEE

3.4.1 Any member of the Executive Committee may at any time apply for resignation by giving written notice to the Executive Committee. The application shall be approved or rejected by an Extraordinary General Meeting from arbitration to arbitration. Notice about approval for resignation shall be given by public notice.

3.4.2 When vacancies for individual posts of the Executive Committee occur, the existing Executive Committee shall have the power to nominate members of the club to fill up these vacancies. Members nominated in this way shall be appointed by a resolution of an Extraordinary General Meeting from arbitration to arbitration. Notice about appointed members of the Executive Committee shall be given by public notice.

3.4.3 Any member of Executive Committee may only be removed by a vote of non-confidence passed by a two-third majority at a general meeting.

3.4.4 If either one of the posts of Chairperson, Vice-Chairperson and Financial Secretary is vacant for one month, the executive committee shall dissolve.

3.4.5 In case of vacation of the whole executive committee, the general meeting causing the vacation shall resolve the matter.

3.5 ELECTION OF EXECUTIVE COMMITTEE

3.5.1 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 Meetings of the New Session.

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

3.5.3 If a nominated executive committee is uncontested, the individual shall be declared elected as the new Executive committee if

- (a) The quorum of the general meeting is present throughout the election;
- (b) At least one-half of properly marked votes is received for the individual; and
- (c) The total number of votes for the individual is greater than the total number of votes against the individual.

3.5.4 If there are more than one nominated cabinet, the cabinet shall be declared elected as the new Executive Committee if:

- (a) The quorum of the general meeting is present throughout the election; and
- (b) The total number of votes for the cabinet is greatest among all nominated cabinet.

3.5.5 If there is no nomination received, the Annual General Meeting shall resolve the matter.

3.5.6 The Election shall be held in the form of secret ballot during the Annual General Meeting for the new session.

3.5.7 An election committee should be formed for the purposes of handling all matters concerning the election. The election committee shall give 14 days notice to members for the nomination period.

3.5.7.1 The Election Committee shall be appointed by the current Executive Committee and shall consist of:

- (a) One member of the current Executive Committee;
- (b) One full member of the club who is not a member of the current Executive Committee; and
- (c) One full member of the club.

Any member who is a nominee, candidate or member of nominated cabinets in the election concerned shall not be the member of the Election Committee.

3.5.7.2 The Election Committee shall have the following duties:

- (a) To conduct the elections for the executive committee;
- (b) To receive and handle all the complaints concerning the election of the club;
- (c) To declare the result of an election result void in case of any number of complaints is valid and these complaints substantially affect the result of election;
- (d) To convene an Extraordinary General Meeting; and
- (e) To conduct re-elections for executive committee in the form of what stated in this article at the Extraordinary General Meeting convened by Election Committee, in case of the

election result is declared void.

The Election Committee shall be dissolved after 24 hours of the conclusion of the election, after 24 hours of the re-election or the conclusion of the handling of complaints sent to the Election Committee within 24 hours after the conclusion of the election concerning the election of the club, whichever is later.

3.5.8 The maximum scale of election expenses of each nominated cabinet is \$3000.

3.6 VOTE OF CONFIDENT

Any executive committee in a session shall continue to hold duty till the end of that session upon a vote of confidence being passed to him during AGM.

3.7 VOTING IN ANNUAL GENERAL MEETING AND EXTRODINARY GENERAL MEETING

3.7.1 A motion is passed if and only if

(a) The vote cast exceed half of quorum, and

(b) The total number of votes for is greater than the total number of votes against.

3.8 NOTICE FOR CHANGE OF EXECUTIVE COMMITTEE

The Executive Committee shall issue public notice within seven days after each change in membership of executive committee.

SECTION IV : GENERAL MEETINGS

4.1 AUTHORITY

The ultimate authority in the club shall be vested in a General Meeting of Full Members.

4.2 NOTICE PERIOD

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

4.3 ANNUAL GENERAL MEETING

An Annual General Meeting, being a general meeting of Full Members, shall be held between the start of the first week and the end of the 7th week of the Spring Semester in each Academic Year, inclusively.

4.4 DATE OF ANNUAL GENERAL MEETING

The date of the Annual General Meeting shall be determined by the Executive Committee.

4.5 BUSINESS OF ANNUAL GENERAL MEETING

The business of the Annual General Meeting shall be:

4.5.1 To consider and if thought fit to approve the annual report of the Executive

Committee;

4.5.2 To consider and if thought fit to approve the annual financial report of the club, prepared by the Executive Committee;

4.5.3 To consider and if thought fit to amend this constitution;

4.5.4 To hold an election for Executive Committee;

4.5.5 To decide the membership fee;

4.5.6 To consider and if thought fit to approve the year plan of the Executive Committee;

4.5.7 To consider and if thought fit to approve the budget of the club; and

4.5.8 Any other business specified in the public notice of the meeting by the Executive Committee.

4.6 ANY OTHER BUSINESS IN ANNUAL GENERAL MEETING

No resolution other than those listed in the public notice shall be proposed in an Annual General Meeting.

4.7 EXTRAORDINARY GENERAL MEETING

In addition to the Annual General Meeting, a general meeting of Full Members, to be known as an Extraordinary General Meeting, may be convened:

(a) By a resolution of a general meeting;

(b) By a resolution of the Election Committee;

(c) By a resolution of the Executive Committee;

(d) By the Executive Committee not more than fourteen days on receiving a written requisition signed by not less than twenty-five or one-fifth of, whichever is more, Full Members; or

(e) By the Executive Committee not more than fourteen days on receiving an application for resignation of members of Executive Committee.

4.8 BUSINESS IN EXTRAORDINARY GENERAL MEETING

Any resolution or requisition for an Extraordinary General Meeting shall be in writing and shall specify the resolution to be proposed at such meeting. No other resolution shall be proposed at an Extraordinary General Meeting, in case of the Extraordinary General Meeting is convened in accordance to article 4.7(a) to 4.7(d). In case of the Extraordinary General Meeting is convened in accordance to article 4.7(e), no resolution other than approval of resignation of member(s) of all the Executive Committee, appointment of member(s) of Executive Committee and the convention of an Extraordinary General Meeting shall be proposed at the Extraordinary General Meeting with fulfillment of enough quorum.

4.9 QUORUM

The quorum for a General Meeting shall be twenty-five or one-fifth of, whichever is more, Full Members of the club. 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, the attendees shall form the quorum. No business

shall be transacted at any General Meeting unless a quorum of Full Members is present at the time when the meeting proceeds business and continues to be present until the conclusion of the meeting.

4.10 OFFICIO OF GENERAL MEETINGS

The chairperson and secretary of a general meeting shall be appointed by the Executive Committee or the Election Committee and announced in the public notice of the meeting. If either of them is absent, the Full Members present shall elect one of them to preside as the chairperson or act as the secretary of the general meeting.

4.11 AMENDMENT TO MOTIONS IN GENERAL MEETINGS

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 of the general meeting shall not put to the meeting any amendment which he/she considers to have such effect.

SECTION V : INTERPRETATION AND AMENDMENT

5.1 DEFINITION OF PUBLIC NOTICE

In this Constitution, unless where the context otherwise requires, the expression "public notice" shall mean the notice published by at least one of two methods, namely email sent to su_fence@stu.ust.hk and notice posted on the notice area designated for Sport Association by Council, Hong Kong University of Science and Technology Students' Union.

5.2 RIGHTS OF INTERPRETATION

The interpretation of this Constitution shall rest with the General Meeting, and between successive General Meetings, with the Executive Committee.

5.3 AMENDMENT

An amendment to this Constitution may be made by a resolution of a General Meeting.