

# **Constitution of Students' Swimming Club, HKUSTSU**

## **Section 1      GENERAL**

### **Article 1 -- Name**

1.1 The full name of the society shall be "Students' Swimming Club, HKUSTSU" in English and “香港科技大學學生會學生游泳會” in Chinese.

1.2 The society shall affiliate to HKUST Students' Union.

## **Section 2      MEMBERSHIP**

### **Article 1 -- Full Membership**

1.1 All full members of HKUSTSU shall be eligible for the full membership of the society.

### **Article 2 -- Associate Membership**

2.1 All members of the University except those eligible for the full membership of the society shall be eligible for the associate membership of the society.

### **Article 3 -- Privileges and Obligations**

3.1 Only full members of the society can have the right of nomination and to be nominated for the election, and be eligible for office in the Ex-co of the society.

3.2 Only members of the HKUST Swim Team who have the approval from the team captain(s) can have the right of nomination and to be nominated for the election, and be eligible for office in the Ex-co of the society.

### Section 3      THE EXECUTIVE COMMITTEE (EX-CO)

#### Article 1 – Name

1.1 The name of the organization formed under this section shall be "Executive Committee of the Students' Swimming Club, HKUSTSU".

#### Article 2 -- Definition

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

#### Article 3 -- Executive Committee Members

3.1 The Ex-co shall be composed of at least 4 of the following office bearers and most 20 office bearers, in which each office bearer shall not hold more than one post in the society:

i) 1 President

ii) 1 Vice President

iii) 1 Financial Secretary

3.2 President , Vice- president and Financial Secretary should not hold any other position in the society

#### Article 4 -- Resignation of Executive Committee Members

4.1 Any member of Ex-co shall resign whenever they cannot be qualified as a full member of the society.

4.2 Resignation of a member of Ex-co will be determined through a voting process conducted by current Ex-co members. If all votes are favored to resignation of that particular member, he/she is then forced to be resigned

4.3 Position will keep vacant for any resignation

#### Article 5 -- Captains

5.1 Captains shall\* be a current member of Ex-co

5.2 Maximum number of captains is 2 female and 2 male while minimum number of captains is 1 female and 1 male

\*shall – captains need not to be current members of Ex-co if all Ex-co are female/ male that year.

## Section 4      THE GENERAL MEETING

1.1 The quorum of a General Meeting shall consist of the presence of not less than 20% of total members.

### 1.2 Annual General Meeting

- a. The AGM shall be presided by the Chairperson of the Ex-co.
- b. The AGM shall be held not more than 2 weeks after the closure of nomination period. The agenda, the date and the venue of the AGM must be decided and published in a public notice at 7 days beforehand.
- c. Should the quorum cannot be formed within one hour, the General Meeting shall be postponed for one week. The Chairperson of the Executive Committee shall issue a public notice on the postponement. If the quorum still cannot be formed, all attendees shall form the quorum.
- d. The business of the AGM shall be :
  - i) To receive and adopt the annual report of the Secretary for the current session.
  - ii) To receive and adopt the financial report of the Financial Secretary
  - iii) To receive and adopt the annual budget and year plan of the Ex-co for the coming session.
  - iv) To conduct the voting, if any, of the Annual Election.
  - v) Other business specified in the notice for the Annual General Meeting, if any.
- e. The constitution can only be amended in the Annual General Meeting with one-third of votes that agree the amendment.

### 1.3 Extra-Ordinary General Meeting

- a. An Extra-Ordinary General Meeting shall be convened by the Chairperson of the Executive Committee when the Executive Committee deem it necessary, or with the written request of not less than 10 members, to deal with specific topics. The meeting shall be convened within 14 days upon receiving the request.
- b. The quorum of an Extra-Ordinary General Meeting for dissolution of the Club shall consist of the presence of not less than 30% of the members.

- c. If the quorum cannot be mustered within half an hour, the meeting shall be adjourned. This statement must be quoted in notifying the members about the adjourned meeting.
- d. Meeting shall proceed irrespective of the number of members present.

## Section 5 THE ANNUAL ELECTION

- 1.1 The Society should form an election board which consists of both the current executive committee members and full members. The election board is to handle all election matters.
- 1.2 The election board has the total authority to judge the complaint and must make the judgment within three days after receiving the complaint.
- 1.3 The Ex-co shall be acceded in the form of cabinet
- 1.4 The maximum amount of election expenses for each nominated cabinet is \$10,000.
- 1.5 In case there is no nomination received, the Annual General Meeting shall resolve the matter.
- 1.6 The announcement for election shall be sent to all full and associate members through e-mail within 1 week after Annual General Meeting.
- 1.7 The Election shall be conducted by secret ballots in the Annual General Meeting. Every candidate must be a member of the Club. More than two third of candidates must be present in person in the meeting.

## Section 6 FINANCE

### a. Subscription

Each member shall pay a subscription at his enrolment of membership. The setting and revision of subscription shall be proposed by the executive committee and endorsed at the general meeting.

### b. Subsidy

Society shall not apply or accept and loans outside Students' Union or Students' Affair Office.

### c. Financial Report

The Annual Financial Budget and the Annual Financial Report will be prepared and presented in the Annual General Meeting. The Annual General Meeting shall consider and approve them.