

**Constitution of the RUGBY CLUB,  
HKUSTSU**

香港科技大學學生會欖球學會  
**(Revised April 2014)**

# RUGBY CLUB HKUSTSU, Session 2013-2014

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## Chapter I General

### *Definitions*

In this constitution:

"University" shall mean Hong Kong University of Science and Technology (HKUST).

"Club" shall mean Rugby Club of Hong Kong University of Science and Technology

Students' Union or in short, Rugby Club, HKUSTSU which affiliate to HKUST

Students' Union.

"Constitutions" shall mean Constitutions of the Rugby Club of Hong Kong University of Science and Technology Students' Union.

### *Article 1 Name of the Society*

The full name of the Society shall be RUGBY CLUB, the Hong Kong University of Science and Technology Student s Union (HKUSTSU).

### *Article 2 Official Language*

The official languages of the Society shall be English and Chinese, enjoying equal status. Either of the two languages may be used in any formal meetings and functions. In case of discrepancies, unless otherwise specified, the English version shall be referred to.

### *Article 3 Objectives*

1. To promote the interest of its member in the field of rugby
2. To cultivate a sense of belonging within the university
3. To develop good relationships with other clubs, societies and organizations within University in academic, social and cultural aspects
4. To promote the general welfare and privileges of its members
5. To arouse students' interest and promote their skill in playing rugby amongst its members
6. To provide entertainment and exercise for the members of the University
7. To communicate well with other post-secondary institutes
8. To promote the image of the University through Rugby

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## ***Article 4 Affiliated Club***

The Rugby Club is affiliated to Student's Union

## **Chapter II Membership**

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

#### 1. Eligibility

All full-time undergraduates and postgraduates currently registered in the Hong Kong University of Science and Technology shall be eligible for applying Full Membership of the Club on payment of the prescribed fee

#### 2. Privileges

- i. To use all facilities provided by the Club
- ii. To attend activities and functions arranged by the Club
- iii. To be eligible for Membership of Sub-organizations of the Club
- iv. To have the right to vote
- v. to have the right to nominate, to second and to be nominated for Election
- vi. To have the speaking right in any General Meeting

#### 3. Obligations

- i. To follow the resolution of General Meeting
- ii. To follow the Constitution of the Club

## **Chapter III General Meetings**

### ***Article 1 Authority***

1. The resolution(s) of a General Meeting shall possess the highest authority in the Society. The resolution(s) of a General Meeting can be revoked only by a subsequent General Meeting with referendum
2. The resolution(s) of a General Meeting shall be followed by all members of the Society

### ***Article 2 President***

1. The chair of all General Meetings shall be taken by the President of the Society
2. In the absence of the President, the Vice-President shall then conduct the General Meetings

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3. The President shall prepare the agenda of all General Meetings under the instruction of the Executive Committee

4. The President shall have the right to second but no right to raise a motion or to vote

5. The President shall have the casting vote

## ***Article 3 General Secretary***

The General Secretary of the Society shall be responsible for taking notes and preparing minutes of all General Meetings

## ***Article 4 Quorum***

Ten percent or thirty-five of the Full Members of the Society (whichever is greater) shall form a quorum for General Meetings

## ***Article 5 Notice***

Notice of all General Meetings together with the agenda shall be posted as least 7 clear days beforehand

## ***Article 6 Postponement***

1. A General Meeting shall be postponed if the quorum is not reached after a thirty minute waiting period

2. Another General Meeting shall be convened within 10 days after the failure of the first one notice and agenda concerned shall be posted at least 3 clear days beforehand

## ***Article 7 Voting***

Any motion to be voted in any general meeting would be recognized only if there is a simple majority voting in favor with the motion

## ***Article 8 Annual General Meeting***

1. Occurrence

An annual general meeting shall be held within 2 weeks after the election of the new Executive Committee

2. Business

i. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all extraordinary general meetings, which may have held since the previous Annual General Meetings

ii. To receive and adopt the annual report of the General Secretary for the current session of the Society

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iii. To receive and adopt the financial report including an audited financial statement and a balance sheet of the Treasurer of the current session of the Society

iv. To introduce and inaugurate the Executive Committee of the next session

v. To pass and approve or amend the year plan and financial budget of the Executive Committee of the next session

vi. To pass amendments to the Constitution, if any

vii. To appoint an Honorary Auditor

## ***Article 9 Extraordinary General Meeting***

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

2. If there is a requisition signed by not less than ten percent or thirty (whichever is greater) of the Full Members of the Society, an Extraordinary General Meeting shall be convened by the President within two weeks after the requisition

3. Business not stated on the agenda shall not be discussed at any Extraordinary General Meeting unless a consent of at least two-third of the Full Members present there prevailed

## **Chapter IV Referenda**

### ***Article 1 Authority***

The resolutions of a Referendum shall have equal authority as that of General Meeting. The resolutions of Referendum can only be revoked by subsequent general meeting

### ***Article 2 Referendum***

Referendum shall be held and conducted by the President of the Society at the request of the Executive Committee or not less than ten percent or fifty (whichever is greater) of the Full Members of the Society

### ***Article 3 Notice***

Notice of a Referendum and the motion(s) to be voted shall be posted at least seven clear days beforehand by the President under the instruction of the Executive Committee

### ***Article 4 Voting***

1. Only Full Members shall possess the right to vote

2. Voting shall take place at during the Annual General Meeting

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3. Counting of votes shall be finished within twenty-four hours after the closure of voting and a provisional result shall be announced within this period. If no complaints are received within the duration of the Annual General Meeting, the provisional result shall then be declared to be an official result
4. The Executive Committee shall call for a meeting within three days after the closure of polling to polling to decide whether the complaint(s) received is/are to be acceptable
5. Any decisions made shall be announced immediately by the Executive Committee after all the complaint(s) has/have been settled
6. Before the complaint(s) is/are settled, the provisional result shall not be regarded as the official result
7. The result of a Referendum shall be regarded as valid, provided that the number of vote cast is not less than one-half of the Full Members of the Society except in cases of dissolution of the Society or dissolution of the existing Executive Committee
8. Authority of the Election board should be specified
9. Election board should be set up at least 7 days before nomination period starts
10. An Election board should be set up
11. The validity of an election should be verified

## **Chapter V Organization**

### ***Article 1 Executive Committee***

#### **1. Composition**

The Executive Committee shall comprise the followings:

- President
- Vice-President
- General Secretary
- Treasurer
- Men's Team Manager
- Women's Team Manager
- Men's Team Liaison
- Women's Team Liaison
- Marketing Director
- Events Director

#### **2. No members of the Committee shall take more than one post**

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## **Article 2 Authorities and Responsibilities**

1. The Executive Committee shall

- i. Represent the Society in all matters
- ii. Have the right to appoint Sub-Committees of the Executive Committee whenever deemed necessary
- iii. Have the right to interpret the Constitution of the Society
- iv. Achieve the objectives of the Society
- v. Handle the daily affairs of the Society
- vi. Implement the resolutions of General Meetings and Referenda

## **Article 3 Duties of Individual Members of the Executive Committee**

President

- The Chief Executive of the Society
- Represent the Executive Committee in all affairs (Internal and External)
- Preside at all meetings of the Society

Vice President

- Assist the President in all internal affairs of the Society; SAO, SU and Coach
- Act as Ex-officio President in the absence of the President
- Assist the President in all external affairs of the Society

General Secretary

- Keep all records, apart from the financial reports of the Society
- Fix agenda for meetings
- Take minutes for meetings
- Booking rooms
- Check su\_rugby email account regularly

Treasurer

- In charge of member records
- Responsible for all financial matters of the club

Men's Team Manager

- Responsible for coordinating all matters involving the Men's Rugby Team
- To keep attendance record for players and Coach (weekly)

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- Communicating and coordinating training with team coach
- Complete required forms prior to tournament days
- Organize equipment for competition days (Jerseys, Balls, Cones, etc)

## Women's Team Manager

- Responsible for coordinating all matters involving the Women's Rugby Team
- To keep attendance record for players and Coach (weekly)Communicating and coordinating training with team coach
- Complete required forms prior to tournament days
- Organize equipment for competition days (Jerseys, Balls, Cones, etc)

## Men's Team Liaison

- Handle all external matters regarding the Men's Team; HKRFU and other Universities
- Attending regular HKRFU meetings
- Ability to communicate in Cantonese is a must

## Women Team liaison

- Handle all external matters regarding the Women's Team; HKRFU and other Universities
- Attending regular HKRFU meetings
- Ability to communicate in Cantonese is a must

## Marketing Director

- Responsible for maintaining the Facebook Group and Rugby Club Website
- Responsible for all promotional and recruitment activities of the club, including but not limited to; booking and organizing counters, creating promotional materials such as leaflets, posters, banners, videos, etc.

## Events Director

- Organizer of Social events for club members and committee members
- Minimum of one per month

### ***Article 4 Sub-committee***

1. The Executive Committee shall have the authority to appoint or approve members of any Subcommittee
2. The Executive Committee shall have the authority to delegate power to a Sub-committee for any purpose

### ***Article 5 Executive Committee Meetings***



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1. The President shall have the right to convene a committee meeting for any purpose whenever deemed necessary
2. Each committee member, other than the President, shall have one vote. When an equal number of votes is cast, the President shall have a casting vote.
3. The President shall convene a committee meeting upon a requisition signed by at least three Executive Committee members
4. Two-third of the Executive Committee members shall form a quorum of committee meeting

## ***Article 6 Session Executive Committee***

The session of an Executive Committee shall commence at an annual general meeting and cease at the beginning of the following Annual General Meeting

## **Chapter VI Resignation and Vacancies**

### ***Article 1***

Should the President resign; an extraordinary general meeting shall be convened by the Vice-President concerning the re-election of a President

### ***Article 2***

Any Executive Committee member who wishes to resign shall inform the committee and all other members of the Society by writing a signed letter and a notice concerning this matter shall also be posted

### ***Article 3***

Any committee member, having committed any infringement of the Constitution of the Society, used the name of the Society in illegal or corruptive acts, been found for negligence of duties, may be demanded by the Executive Committee to resign at an extraordinary general meeting.

### ***Article 4***

A vacancy in the Executive Committee, other than that of the President, can be filled by any Full Member of the Society appointed by the committee

## **Chapter VII Finance**

### ***Article 1 Financial Year***

The financial year shall follow the session of the current executive committee

### ***Article 2 Expenditure***

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1. The balance and proceeds of the last financial year, the membership fee and the donation of the current financial year shall be spent on the activities and functions of the Society
2. All expenditure of the Society shall be approved and signed by both the President and the Treasurer

## ***Article 3 Budget***

1. At the beginning of each financial year, a financial budget shall be prepared and presented by the Treasurer in the Annual General Meeting for adoption.
2. The budget proposed shall include the revision of membership fee, if any.

## ***Article 4 Financial Report***

At the end of each financial year, a financial report including an audited balance sheet and the financial statements shall be prepared and presented by the Treasurer in the following annual general meeting for adoption

## ***Article 5 Membership Fee***

1. All Full Members and Associate Members shall subscribe a lump-sum membership fee at their first registrations before entitling membership for the whole course
2. Any revision of the membership fee shall be proposed in the Annual General Meetings
3. No membership fee is refundable

## ***Article 6 Loans***

If the Society has financial difficulties, the President and the Treasurer, under the instruction of the Executive Committee, may borrow money from any entity on behalf of the Society after approved in a general meeting concerning such a matter

## ***Article 7 Bank Accounts***

The Society may open a current account and/or a saving account in any government approved financial institutions with the name of the Society, provided that money can be withdrawn only with two signatures out of three authorized signatures including those of the President, the Treasurer or an appointed Executive Committee member

## **Chapter VIII Constitution**

### ***Article 1 Amendment***

Amendment, if any, to the Constitution of the Society shall be made only in the Annual General Meeting

### ***Article 2 Interpretation***

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

## **Chapter IX Dissolution of the Society**

### ***Article 1***

The General meeting shall be convened by the Executive Committee in discussion of the matter concerning the dissolution of the Society, if necessary

### ***Article 2***

The Society will carry out dissolution only if the matter is agreed by more than eighty percent of the Full Members