

**Revised Constitution of
Archery Club
HKUSTSU (Mar 2011)
香港科技大學學生會
箭藝學會 修定會章
(二零一一年三月)**

ARTICLE 1: NAME

1.1 The name of the organisation shall be “Archery Club, HKUSTSU” in English, “香港科技大學學生會箭藝學會 ” in Chinese.

ARTICLE 2: OBJECTS

2.1 The objects of the Club shall be:

- (a) To promote archery for the members in the Club;
- (b) To provide welfare for the members of the Club; and
- (c) To communicate with other archery organisations outside the University.

ARTICLE 3: AFFILIATION

3.1. The Club shall be a member club of the Sports Association.

3.2. The Club shall affiliate to Student’s Union.

3.3. The Club shall not apply for any other affiliation within HKUST.

ARTICLE 4: MEMBERSHIP

4.1. The Club shall consist of the following types of members:

- (a) Full Members;
- (b) Associate Members; and
- (c) Honorary Members.

4.2. A full-time undergraduate & postgraduate student of the University who are full members of the Students’ Union shall be eligible for Full Membership.

4.3. All students, staffs of the University together with their dependents, except students stated at 4.2 shall be eligible for Associate Membership.

4.4. Anyone, whose full membership has expired, can be invited or recommended by the Executive Committee to become an Honorary Member. Past Executive Committee members and past team members will become Honorary Member automatically.

4.5. A Full Member shall be entitled to enjoy all facilities provided by the Club, to take part in all its activities, to attend the General Meetings and vote in all polling conducted by the Club, and to hold office as an office bearer of the Club.

4.6. Associate members and Honorary Members shall be entitled to all the rights and privileges of Full Members, except they shall not have the right of Full Members to vote or to become office bearers of the Club.

4.7. Full Members and Associate Members shall be liable to pay such subscription to the Club Executive committee may from time to time determined by resolution.

ARTICLE 5: ORGANIZATION

5.1. The ultimate authority in the Club shall be vested in a General Meeting.

5.2. The administration of the Club shall be vested in the Executive Committee and subject to the ultimate authority of a General Meeting.

5.3. The Executive Committee shall appointed representatives to represent the Club in matters affecting its interest.

ARTICLE 6: THE GENERAL MEETING

6.1. An Annual General Meeting, being a general meeting of All Full Members, shall be held in Spring Semester of each year.

6.2. The date of the Annual General Meeting shall be determined by the Executive Committee. The Executive Committee shall also determine what further business, if any shall be transacted at the Annual General Meeting in addition to those matters stated in 6.3.

6.3. The business of the Annual General Meeting shall be:

- (a) To consider and if thought fit to approve the annual report of the Executive Committee;
- (b) To consider and if thought fit to approve the financial report of the Executive Committee;
- (c) To appoint the elected cabinet become the Executive Committee for the coming Session;
- (d) Any other business specified in the notice of meeting by Executive Committee;

6.4. The executive committee shall state that no other discussion is allowed other than those already listed in the agenda. The item "Any Other Business" (A.O.B.) shall not be stated in the agenda of the Annual General Meeting.

6.5. The quorum of an Annual General Meeting shall be one fifth or thirty of the Full Members. If the quorum cannot be formed within one hour, the Annual General Meeting shall be postponed for two day. If the quorum still cannot be formed, all attendees shall form the quorum.

6.6. The Executive Committee shall prepare the annual report and the annual financial report and present them in Annual General Meeting. The Annual General Meeting shall consider and if thought fit, to approve them.

6.7. The Executive Committee shall give not less than five clear days' public notice for an Annual General Meeting and Extraordinary General Meeting. The notice shall be in writing and shall specify the date, time and venue of the meeting and the business to be transacted.

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

- (a) By a resolution of the Executive Committee;
- (b) By the Executive Committee on receiving a written requisition signed by not less than one fifth or thirty of the full members.

6.9. Under the following situations, Extraordinary General Meeting shall be called within two weeks:

- (a) any change in the posts of the cabinet or;
- (b) any change in the constitution.

6.10. 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.

6.11. In case of incomplete General Meeting, it shall be continued within 10 days.

6.12. The executive committee have the reserved authority to allow any nonmembers to attend the General Meeting.

ARTICLE 7: PROCEDURE AT GENERAL MEETINGS

7.1. The Chairperson of the Executive Committee or in his/her absence the Internal Vice-Chairperson of the Executive Committee shall preside as Chairperson at every general meeting.

7.2. The Chairperson may, with the consent of the meeting, and shall, if directed by the meeting, adjourn the meeting from time to time and from place to place.

7.3. No resolution shall be passed at any general meeting other than the resolution specified in the notice of meeting. A resolution may be amended with the consent of a majority of Full and Associate 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 shall not put to the meeting any amendment which he / she considers to have such effect.

7.4. At any general meeting a resolution put to the vote of the meeting shall be decided on a show of quorum paper, unless the meeting decides on a procedural motion to vote on the resolution by secret ballot.

7.5. Each Full Member shall have one vote at any general meeting held pursuant to a resolution at a general meeting. Except for matters as stated in the Constitution which have additional requirements a simple majority shall be sufficient to carry or defeat a resolution. In the event of an equality of votes, the Chairperson shall have a casting vote.

ARTICLE 8: ELECTIONS

8.1. An Annual Election shall be held for electing the Executive Committee in the coming session in each year.

8.2. The Club shall set up an Election Board to handle all matter concerning the annual election including administration and complaints. The Election Board shall be set up at least 7 days before the nomination period starts. The composition of the Election Board shall consist both Executive Committee members and other Full members. All members of nominated cabinets cannot be any members of Election Board.

8.3. The Election Board shall monitor the election process including procedure for receiving and handling complaints according to the rules set by the Club.

8.4. The duration of Election Board shall start before the nomination of the new cabinet until all the matters about election are finished.

8.5. In case of elections, the Election Board shall determine the polling date of the election. The Executive Committee shall post the notice with date, time, venue, of the polling date not less than one week in advance before the polling date.

8.6. Nominations should be in the form of a cabinet. Nominated cabinet may be made from the day of announcement of the date of the Annual General Meeting or in case of by-election, the date of the by-election. Nomination must be made in the form prescribed by the Executive Committee and shall be delivered in person by the candidate at the time and place specified by the Election Committee.

8.7. The Election Board shall verify the contents of the nomination form and thereafter immediately announce the candidate by posting a notice, which shall be reasonably visible to All Members.

8.8. Unmarked or improperly marked ballot papers shall not be counted.

8.9. Where there are two or more nominated cabinets, the cabinet with the highest number of votes shall be declared elected.

8.10. Complaints of the election shall be directed to the Election Board in writing within twenty-four hours after the Election.

8.11. An official result shall be announced after twenty-four hours after the General Meeting provided no complaints had been received within the period.

8.12. No official result shall be announced until all complaints have been settled.

8.13. The maximum amount of expenses allowed for each cabinet is HK\$4,000.

8.14. Where a cabinet is uncontested, the nominated cabinet shall be declared elected if:

(a) The total number of votes for is not less than one third or sixty of the full members and

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

8.15. In case there is no nomination received, the matter shall be resolved in the Annual General Meeting.

ARTICLE 9: THE EXECUTIVE COMMITTEE

9.1. The Executive Committee shall be elected in the Annual Election and shall hold office from the conclusion of the Annual General Meeting in the year of their election until the conclusion of the Annual General Meeting in the following year.

9.2. The Executive Committee shall consist of a Chairperson, an Internal Vice-Chairperson, an External Vice-Chairperson, a Financial Secretary, a School Team Manager:

(a) The Chairperson shall be the chief executive of the Club and shall be the chair of meetings of the Executive Committee.

(b) The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs and shall be the chair of meetings of the Executive Committee in the absence of the Chairperson.

(c) The External Vice-Chairperson shall assist the Chairperson in all external affairs and shall be the representative in all AA Affairs.

(d) The Financial Secretary shall be responsible for all financial affairs of the Club.

(e) The School Team Manager shall be responsible for University Archery Team issues.

9.3. In addition to such duties of their individual posts, the members of the Executive Committee shall collectively and individually be responsible for the performance of the duties of the Executive Committee under this Constitution. The Chairperson or in his absence the Internal Vice-Chairperson shall preside over and co-ordinate the work of the Executive Committee and individual office bearers.

9.4. The Chairperson, the Vice-chairperson(s) and the Financial Secretary shall not hold any other position in the Club.

9.5. The Chairperson, the Vice-chairperson(s) and the Financial Secretary shall not hold any other position in any other affiliated society under HKUSTSU.

ARTICLE 10: FINANCE

10.1. All bank accounts of the Club shall be operated by the Chairperson and the Financial Secretary for the current Session.

10.2. The Club shall not apply or accept any loan outside Students' Union (P.S.: The Club may approach Students' Union or Students' Affairs Office for help in financial assistance.)

ARTICLE 11: THE POLLING

11.1 The Polling shall be the voting for election of the Executive Committee for the coming session.

11.2 The Polling shall have the following regulations

(a) The Polling shall be convened by the Chairperson of the Executive Committee.

(b) The Executive Committee shall give not less than five clear days' public notice for the Polling. The notice shall be in writing and shall specify the date, time and venue of the Polling.

(c) Voting at the Polling shall be by secret ballot.

(d) The Polling shall last for at least three hours.

(e) The Executive Committee shall finish counting of ballots within twenty-four hours after the closing of the Polling.

(f) Except the polling in the Election, a simple majority shall be sufficient to carry or defeat a resolution in the Polling.

11.3 The Polling shall be conducted by the Executive Committee.

ARTICLE 12: VACATION OF OFFICES

12.1 Any Executive Committee members of the Club may resign from office by giving written notice to the Executive Committee at any time.

12.2 Any Executive Committee members of the Club may be removed from office by a vote of non-confidence passed by a two-thirds' majority at a General Meeting.

12.3 If a vacancy occurs in any of the posts of Executive Committee other than the chairperson and financial secretary, an Extraordinary General Meeting shall be convened within two weeks to resolve how the posts shall be filled. The Executive Committee can fill the vacancy by by-election, co-option or keep that position vacant. For vacancy of chairperson and financial secretary, an Extraordinary General Meeting shall be convened within two weeks to resolve how the posts shall be filled. The Executive Committee can fill the vacancy by by-election, co-option.

12.4 The executive committee shall issue public notices to inform the members within a week after any change of the office-bearers.

ARTICLE 13: AMENDMENT OF CONSTITUTION

13.1 An amendment to this Constitution shall be made by a resolution in a General Meeting for proper notice has been given.

13.2 The Club shall issue public notices to inform all members in any amendment of the Constitution.

Article 14: Dissolution

14.1 The dissolution of the club shall only be passed by a resolution made in a General Meeting or Referendum with a three-quarters majority.

14.2 After dissolution, members of the Executive Committee shall be responsible for all matters of the dissolved body.

14.3 After dissolution, all the assets of the dissolved body will be transferred to the Archery Team, HKUSTSU without any prior notice.

14.4 Notice of dissolution shall be posted in the Official Notice Area within twenty-four hours for not less than seven consecutive clear working days.

ARTICLE 15: INTERPRETATION

15.1 In this Constitution, unless where the context otherwise requires, the followings expressions shall have the following meanings:

(a) "Club" shall mean the "Archery Club, HKUSTSU".

(b) "Executive Committee" shall mean the office bearers of the Club referred to in Article 9.

(c) "Full Member" shall mean the membership of the Club defined in Article 4.2.

(d) "General Meeting" shall mean the Annual General Meeting or the Extraordinary General Meeting referred to in Article 6.

- (e) "HKUSTSU" shall mean the "Hong Kong University of Science and Technology Students' Union".
- (f) "Polling" shall mean the voting defined in Article 11.1.
- (g) "Session" shall mean a session beginning with the conclusion of the Annual General Meeting in one 1 year and ending at the conclusion of the Annual General Meeting in the following year.
- (h) "Sports Association" shall mean the organisation defined in Article 16.1 of the Constitution of the HKUSTSU.
- (i) "Union" shall mean the "Hong Kong University of Science and Technology Students' Union".
- (j) "University" shall mean the "Hong Kong University of Science and Technology".
- (k) "AA" shall mean the "Hong Kong Archery Association".

15.2 In this Constitution, unless where the context otherwise requires, the plural shall be deemed to include the singular and vice versa and the masculine gender shall be deemed to include the feminine and neuter genders.

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