

**Rotaract Club**  
**Hong Kong University Students' Union**  
**CONSTITUTION**

*Enactment History*

*26th February 2011 [2010-2011 AGM] Amended*

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**Section 1**

**Definitions**

In this constitution,

“Club” shall mean Hong Kong University Students’ Union Rotaract Club;

“Union” shall mean Hong Kong University Students’ Union;

“Constitution” shall mean the Constitution of Hong Kong University Students’ Union Rotaract Club;

“Executive Committee” shall mean the Executive Committee of Hong Kong University Students’ Union Rotaract Club;

“ICA” shall mean Hong Kong University Students’ Union Independent Clubs Association;

“ICA Council” shall mean Hong Kong University Students’ Union Independent Clubs Association Council.

“AGM” shall mean Annual General Meeting.

“EGM” shall mean Extraordinary General Meeting.

**Section 2**

**General**

Article 1: Name

The name of the Club shall be “Hong Kong University Students’ Union Rotaract Club”.

The name of the Club in Chinese shall be “香港大學學生會扶輪青年服務團”.

## Article 2: Aims

The Club shall promote the followings to all Full Members of the Union:

- (a) To develop professional and leadership skill
- (b) To emphasize respect for the rights of others, based on recognition of the worth of each individual
- (c) To recognize the dignity and value of all useful occupations as opportunities to serve
- (d) To recognize, practice and promote ethical standards as leadership qualities and vocational responsibilities
- (e) To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide
- (f) To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill to all people
- (g) To develop the unity and creditability among Club members

## Article 3: Official Language

The official languages of the Club shall be English and Chinese. Either of the two languages may be used in any Club's functions and documentary records.

## **Section 3**

### **Membership**

#### Article 1: Membership

##### Full Membership

All Full Members of the Union shall be eligible for the Full Membership of the Club upon payment of the annual membership subscription.

#### Article 2: Membership Subscription

Annual membership subscription shall be approved by the ICA Council annually.

#### Article 3: Privileges

- (a) All Full Members of the Club shall enjoy the following privileges:
  - (i) To use all facilities provided by the Club for the general use of its members.
  - (ii) To attend General Meetings of the Club with full speaking right.
  - (iii) To attend functions and activities arranged by the Club.
  - (iv) To nominate and be nominated in the Club's elections.
  - (v) To propose, second motions and vote at General Meetings and elections of the Club.

#### Article 4: Relationship with Rotary International and its branches

- (a) The Club shall be a Rotaract Club under District 3450 of Rotary International.
- (b) The programme, finance, routine operations and administrative decisions of the Club shall be independent from Rotary International and all its branches. (*Appended in 2010-2011 AGM*)

### **Section 4**

#### **Organization**

##### Article 1: Structure

An Executive Committee shall be composed of the following posts, in which (a) and (e) are mandatory:

- (a) The President
- (b) The Vice-President (Internal)
- (c) The Vice-President (External)
- (d) The Secretary
- (e) The Treasurer
- (f) Two International Service Directors
- (g) Two Club Service Directors
- (h) Two Community Service Directors
- (i) Two Professional Development Directors
- (j) Two Publication and Information Directors

##### Article 2: Duties of Individual Executive Committee members

- (a) The President shall be the chief Executive of the Club and the ex-officio Chairperson of the Executive Committee. He/She shall be the convener and chairperson of all General Meetings.
- (b) The Vice-President (Internal) shall assist the President in all his/her duties pertaining to internal affairs in fostering internal co-ordination of the Club and shall take up the duties of the President in his/her absence.
- (c) The Vice-President (External) shall assist the President in all his/her duties pertaining to external affairs. He/She shall take up the duties of the President in the absence of the President and the Vice-President (Internal).
- (d) The Secretary shall assist the Vice-President (Internal) in all his/her duties pertaining to internal affairs, keeping all documents and deal with general correspondence of the Club. He/She shall be responsible to prepare the agenda before each meeting, record the proceedings and prepare the minutes of all meetings of the Club.

- (e) The Treasurer shall be responsible for all matters relating to the finance of the Club and keeping a full and accurate account of all income and expenditure of the Club. He/She shall prepare the Financial Budget and the Annual Financial Report. All cheques pertaining to any financial transactions of the Club shall be jointly signed with the President.
- (f) Two International Service Directors shall be responsible for organizing international service projects and promoting the Club overseas.
- (g) Two Club Service Directors shall be responsible for maintaining the bonding among members of the Club and all matters relating to recruitment of members.
- (h) Two Community Service Directors shall be responsible for organizing community service projects and raising the awareness of helping the needy among the youth in the community and members of the Club.
- (i) Two Professional Development Directors shall be responsible for organizing career-oriented service projects and promoting ethical standards as leadership qualities and vocational responsibilities.
- (j) Two Publication and Information Directors shall be responsible for all matters relating to the use of information technology of the Club and promoting interests and participation of members in Club's activities and other matters relating to the promotion of the Club.

## **Section 5**

### **General Meetings**

- (a) The Club shall inform all its Full Members of the arrangements including the date, time, venue and the agenda of the AGM in written form at least 168 hours (seven days) before the meeting. For an EGM, the time limit shall be 72 hours (three days).
- (b) A written notice shall be submitted to the ICA Executive Committee and ICA Council Chairperson at least 168 hours (seven days) before the commencement of the General Meeting concerned. For an EGM, the time limit shall be 72 hours (three days).
- (c) Except with permission of the ICA Council, the AGM of the Club shall be held within the period starting from the first day of January to the last day of February.
- (d) Seven percent of or 20 Full Members or of the Club, whichever the more, shall form a quorum.
- (e) The business of the AGM shall include the followings:
  - (i) To receive and adopt the agenda
  - (ii) To receive and adopt the minutes of the previous General Meeting(s)
  - (iii) To receive and adopt of the Annual Report
  - (iv) To receive and adopt of the Annual Financial Report
  - (v) To receive and adopt the Year Plan and Financial Budget

- (vi) Election of Executive Committee officials of next session
  - (vii) To authorize the newly elected President and Treasurer to be in charge of the official bank account of the Club jointly
  - (viii) A.O.B.
- (f) All EGMs shall be convened by the President of the Club at the request of the Executive Committee, or upon requisition signed by five percent of or 15 Full Members of the club, whichever the more.

## **Section 6**

### **Election**

#### Article 1: Nomination

Nomination of the Executive Committee members shall be opened 168 hours (seven days) and closed 72 hours (three days) before the General Meeting. The notice of open nomination shall be delivered to all its Full Members, ICA Executive Committee and ICA Council Chairperson.

#### Article 2: Voting

- (a) When there is only one candidate for the post, the attending members of the Club shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate.
- (b) When there are more than two candidates for one post, the attending members shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on the count shall be declared to have lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.

#### Article 3: Vacancy and Resignation

- (a) Vacancies in the executive committee shall be filled at an EGM called for that purpose by the President of the Club if the vacancy is not the post of the President. In case of vacancy of the President, a member of the Constitution Review Committee of ICA Council shall take the chairmanship of the EGM.
- (b) Any resignation in the executive committee shall be received only with a motion carried with a two-thirds majority in a General Meeting of the Club.
- (c) A vote of no-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct, may be moved against an Executive Committee member of the Club at a General Meeting in which the discussion of the vote of no-confidence is one agenda item.

The person/persons concern shall be terminated from his/her office once the motion is passed with a two-thirds majority. If the vote of no-confidence is moved against the President of the Club, a member of the Constitution Review Committee of ICA Council is authorized to take the chairmanship of the General Meeting in the relevant agendum.

## **Section 7**

### **Amendment and Interpretation of the Constitution**

#### Article 1: Amendment

Amendments to the Constitution of the Club shall be passed with a two-thirds majority in a General Meeting.

#### Article 2: Interpretation

The Executive Committee shall have the right to interpret the Constitution within the Club.