

THE CONSTITUTION
of
ARCHERY CLUB, HKUSU
(Amended 2005)

SECTION 0: DEFINITIONS

In this Constitution,

“Club” shall mean the Archery Club, HKUSU.

“Committee” shall mean the Executive Committee of the Club.

“Sports Association” shall mean the Hong Kong University Students’ Union Sports Association

“Team” shall mean the Team of the Club.

“Union” shall mean the Hong Kong University Students’ Union.

“University” shall mean the University of Hong Kong

SECTION I: GENERAL

Article 1: Name

The name of the club shall be “Archery Club, HKUSU”, and the Chinese name shall be “香港大學學生會射箭會”

Article 2: Purpose

The purpose of the Club shall be:

- a. to promote the interest of archery within and without the Club;
- b. to improve the skills of students in the sports of archery; and
- c. to foster the sportsmanship of the University’s students in the sports of archery.

Article 3: Affiliation

The Club shall be affiliated to the Union.

Article 4: Official Languages

- a. Chinese and English shall be the official languages of the Club, enjoying equal status;
- b. Either or both languages may be used in official meetings and official documents. Chinese, in its oral form, shall mean Cantonese dialect and Mandarin.

Article 5: Club Session

The Club session shall begin with the conclusion of the Annual General Meeting and shall terminate with the conclusion of the Annual General Meeting of the following year.

SECTION II: MEMBERSHIP & PRIVILEGES

Article 1: Membership

There shall be 3 main membership categories:

a. Full members

They are present students of the University, who have been duly enrolled as full members of the Union, registered with the Club and paid the membership fees, also approved by the Committee at a Committee Meeting.

b. Associate members

They are University members who have been duly enrolled as members of the Union, registered with the Club and paid the membership fees, also approved by the Committee at a Committee Meeting.

c. Honorary Life Members

They are the University's students of graduates who have made significant contributions to the Club and deserve special recognition. Their memberships are subject to the approval of the Committee. The Honorary life members shall fall into any of the following classes:

1. past Committee Members
2. candidates for the "Player of the Year" and "University Sports Trophies" as elected at an AGM
3. any members as considered appropriate by the Committee

Article 2: Privileges of degree of membership

a. Full members shall have the right to

- i. enjoy all facilities of the Club, provided that they can use them properly.
- ii. take part in the Club activities.
- iii. vote in General meetings.
- iv. nominate candidates and be nominated for candidature to the Committee, Player of the Year and the University Sports Trophy awards.

b. Associate Members shall be entitled to enjoy all the privileges of Full members except (iii) & (iv) mentioned above.

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- c. Honorary Life Members shall have the right to take part in the Club activities.

Article 3: Membership Termination

- a. The membership of all Full Members shall be terminated on the date stated in their university student registration card. The membership of Full Members may also be terminated as stated in item (d) below.
- b. All Associate Members shall have their membership terminated after the membership period of the Union had been expired unless the members of classes may also be terminated as stated in item (d) below.
- c. All Honorary life members shall have their membership extend indefinitely long unless the conditions stated in item (d) below applies.
- d. Membership of any category and/or class may be terminated by the written consent of the member, by the resolved motion that membership be terminated at an Extraordinary General Meeting or Annual General Meeting, or by the agreement of the majority of the Committee

SECTION III: GENERAL MEETING

Article 1: Authority

The General Meeting shall possess the highest authority in all matters affecting the Club.

Article 2: Annual General Meeting

- a. The Annual General Meetings of the Club shall be held between 15th February and 15th March.
- b. The meetings shall comprise the members of the Club.
- c. Business:
 - i. To receive and adopt the minutes of the previous Annual General meeting, and all Extraordinary General Meetings, if any.
 - ii. To receive and adopt the Annual Report of the outgoing session prepared by General Secretary.
 - iii. To receive and adopt the Financial Report of the outgoing session.
 - iv. Constitution Amendments, if any.
 - v. To elect the Executive Committee Members of the Club for the coming session.
 - vi. To receive and adopt the proposal for the coming session.
 - vii. To receive and adopt the financial budget for the coming session.
 - viii. To elect candidates for the “Player of the Year” and the “University Sports Trophies”.

- d. A notice of the Annual General Meeting of the Club, the agenda and a list of club members thereof shall be posted five days beforehand. Such notice and agenda shall be sent to the members of the Club.
- e. At the Annual General Meetings of the Club, 20 full members or 15% of the total full members of the Club, for which has a greater number, shall be counted as the quorum. Each present full member shall be entitled one vote only.
- f. The Annual General meeting shall be convened by the General Secretary acting under the instruction of the Committee and presided over by the Annual General Meeting Chairperson, or in his absence, a member duly appointed by the Annual General Meeting.

Article 3: Extraordinary General Meeting

- a. An Extraordinary General Meeting shall be convened at the request of any member of the Club seconded by not less than ten other members, and shall inform any Executive Committee member of the Sports Association five clear days beforehand.
- b. The meeting shall comprise of the members of the Club.
- c. The meeting shall be chaired by the Chairperson of the Committee except the meeting is called for a vote of no confidence against any member of the Committee, when the chairperson will be taken by a Full member duly appointed by the Meeting.
- d. No other agenda shall be discussed except those convened especially for the purpose.
- e. A notice of the Extraordinary General Meeting of the Club and the agenda thereof shall be posted on Sports Association board five clear days beforehand. Such notice and agenda shall be sent to the members of the Club.
- f. At the Extraordinary General Meeting of the Club, 20 full members or 15% of the total full members of the Club, for which has a greater number, shall be counted as the quorum. Each present full member shall be entitled one vote only.

Article 4: Vote of No confidence

- a. A vote of no confidence for infringement of the constitution, neglect of duties of unbecoming conduct moved against any member of the Committee at an Extraordinary General Meeting held specifically of the resignation of the person or persons against whom the vote is moved. The majority vote of twenty full members present shall be obtained.

- b. A vote so passed shall call for the immediate resignation of the person or persons against whom the vote is moved.

Article 5: Standing Orders

Standing Orders for all General Meetings of the Club shall be in accordance with those for the Union Council Meetings unless otherwise approved by the General Meetings.

SECTION IV: ELECTION

Article 1: Time

The Annual Elections of the Club shall be held at the Annual General Meeting as stated in Section III, Article 2 c(vii).

Article 2: Election of Officials.

- a. The Annual General Meeting Chairperson shall preside over the election.
- b. The returning officer shall be appointed by the Sports Association.

Article 3: Nominations.

- a. Nominations for the office bearers of the Club shall be accepted up till but not after forty-eight hours before the Annual General Meetings of the respective sessions, provided at least one nomination has been received for the posts as stated in Section V, Article 2B a, b & c.
- b. Nominations for elections shall only be made on forms provided for the purpose by the Sports Association. Each form shall contain the name of the candidate, together with the signature of a proposer, a seconder and the signature of the candidate signifying his or her consent, duly signed by any member of the Committee certifying the date of receipt.
- c. All candidates, proposers, seconders, and office-bearer shall be Full members of the Club.
- d. Nomination for the office-bearers should be opened and published at least one week before the Annual General Meeting of the respective session.

Article 4: Method of Voting

- a. Voting is by secret ballot for elections and for “Player of the Year” and the “University Sports Trophy”. Simple majority wins. Members may vote cast or more will be required for nominations to be forwarded to the Council.
- b. When there is only one candidate for one post, the candidate shall be declared for nominations to be forwarded to the Council.
- c. When there are two candidates for one post, the straight ballot shall be held,

and in the event of a tie, re-election shall be held.

- d. When there are more than two candidates for one post, electors shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted accordingly to the preference. The candidates at the bottom of the poll on this first count shall be declared to have lost, and his vote 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 or she shall be declared elected.
- e. In case there exists any vacancies in the Club Committee other than the Chairman during a term of office, the Committee shall have the power to co-opt other full members to fill the vacancies. Nominations shall be opened if there exists a vacancy for the post of the Chairman during a term of office and procedure leading to election shall be as in the Annual Election.

Article 5: Eligibility of voting-right of the Club at election

Only Full members of the club shall vote in the General Meeting of the Club.

SECTION V: COMMITTEE

Article 1: Composition

The following shall be members of the Committee:

- a. Chairperson
- b. Internal Vice-chairperson
- c. External Vice-chairperson
- d. General Secretary
- e. Financial Secretary
- f. Programme Secretary
- g. Equipment Manager
- h. Social Secretary
- i. Two Publicity Secretary
- j. Team Captain
- k. Past Representative

Article 2A: Functions

The functions of the Committee shall be:

- a. To direct all affairs of the Club.
- b. To formulate the policies of the Club in accordance with its purpose.
- c. To represent the club members in such matters affecting their interest.
- d. The Committee shall be responsible to the General Meeting for all its actions.

Article 2B: Post and Responsibilities

- a. Chairperson
Directs all the programmes and conducts any business concerning the Club.
- b. Internal Vice-chairperson
Assists the Chairperson in all his duties pertaining to internal affairs and fosters coordination between the Club and the Sports Association. He shall be the ex-officio Chairperson of the Committee in the absence of the Chairperson.
- c. External Vice-chairperson
Assists the Chairperson in all his duties pertaining to external affairs and acts as the Club's representative in all matters outside the University.
- d. General Secretary
Handles documentary works and filing.
- e. Financial Secretary
Handles all matters relating to the finance of the Club
- f. Programme Secretary
Manages training courses, such as contacts concern people and parties, booking of pitches, also supervise activities taking place in the field.
- g. Equipment Manager
Manages all the equipments and facilities of the Club, including maintenance and stock keeping.
- h. Social Secretary
Conducts amenities and liaisons, also responsible for the outward touch of the Club.
- i. Publicity Secretary
Handles all publicity releases and business of advertising programmes.
- j. Team Captain
Manages regular practices and responsible for all matters concerning the training and competitions of the Team.
- k. Past Representative
To give advises to the current Committee for the smooth running of the Club activities.

Article 3: Meeting

- a. A committee meeting may be held at any time, and shall be convened by the General Secretary acting under instructions from the Chairperson.
- b. At a committee meeting, not less than half the number of committee members in office shall form the quorum, among whom must be the Chairperson or someone delegated by him.

Article 4: Acting Executives

In the event of any vacancy occurring in the post of the Committee members, acting executives should be appointed to take up the work, who shall have the same authorities and duties as the respective posts, but such authorities and duties are subject to limitations imposed by the Club.

SECTION VI: CONSTITUTION

Article 1: Amendment

No amendment of this Constitution may be made except at the Annual General Meeting or an Extraordinary General Meeting convened specially for the purpose. A notice intimating the proposed amendments shall be posted seven clear days before the General Meeting.

Article 2: Interpretation

The Interpretation of this Constitution shall rest with the Committee of the Club.
