

**The Constitution**  
**of**  
**Dragon Boat Club**  
**Hong Kong University Students' Union**

**SECTION I**

**DEFINITION**

In this Constitution,

“University” shall mean the University of Hong Kong;

“Student” shall mean a student of the University of Hong Kong, as defined in the University Statutes;

“Union” shall mean the Hong Kong University Students' Union;

“Union Council” shall mean the Hong Kong University Students' Union Council”;

“Club” shall mean the Dragon Boat Club, Hong Kong University Students' Union;

“Constitution” shall mean the Constitution of the Dragon Boat Club, Hong Kong University Students' Union;

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

“Sports Council” shall mean the Hong Kong University Students' Union Sports Council.

**SECTION II**

**GENERAL**

### **Article 1 – Name**

The name of the Club shall be “Dragon Boat Club, Hong Kong University Students’ Union”, and “香港大學學生會龍舟會” in Chinese.

### **Article 2 – Aims**

The aims of the Club shall be:

- a. to promote general interest in dragon boat among the members of the Union;
- b. to establish friendly relations with other dragon boat organizations outside the University.

### **Article 3 – 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 the Cantonese dialect and Mandarin.

### **Article 4 – Club Session**

The Club session shall commence on the first day after the Annual General Meeting and terminate on the day of the next Annual General Meeting.

### **Article 5 – Affiliation**

The Club shall be directly affiliated to the Union through the Sports Association.

## **SECTION III**

### **MEMBERSHIP**

## **Article 1 – Categories**

### **a. Full Membership**

All undergraduates and postgraduates of the University who are full members of the Union shall be Full Members of the Club on payment of the subscription fee of HKD 30 per session.

### **b. Staff Membership**

Staff of the University shall be Staff Members of the Club on payment of the subscription fee of HKD 50 per session.

### **c. Associate Membership**

Students of the University not eligible for membership of the Club under Article 1 (a) above and graduates of the University shall be Associate Members of the Club on payment of the subscription fee of HKD 50 per session.

## **Article 2 – Team Manager**

The Club may have the right to recruit the post of Team Manager. He shall be responsible for all University Dragon Boat Team managements for a session. He shall be appointed in the Annual General Meeting, and shall be eligible for reappointment.

## **SECTION IV**

### **GENERAL MEETING**

#### **Article 1 – Date**

The Annual General Meeting of the Club shall be held during the period of 15<sup>th</sup> February to 15<sup>th</sup> March.

#### **Article 2 – Notice**

- a. A notice of the Annual General Meeting of the Club and the agenda thereof shall be posted five clear days beforehand. Such notice and agenda shall be sent to all members.
- b. The notice, agenda and list of members of the Club shall be sent to the Sports Council Chairman and Sports Council Honorary Secretary three clear days beforehand.

### **Article 3 – Quorum**

At all General Meetings, twenty or one tenth of members of the Club, which has a greater number, shall form a quorum.

### **Article 4 – Business of the Annual General Meeting**

- a. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meeting(s) which may have been held since the previous Annual General Meeting;
- b. To receive and adopt the annual report of the outgoing session prepared by the General Secretary;
- c. To receive and adopt the financial report of the outgoing session prepared by the Financial Secretary;
- d. To receive and adopt the Constitution amendments, if any;
- e. To elect the Executive Committee of the next session;
- f. To formulate the policy of the next session;
- g. To elect candidates for the “Player of the Year” and the “University Sports Trophies” awards, if applicable;
- h. To elect candidates for the “Olma Sportsman” and the “Olma Sportswoman” awards, if applicable;
- i. To appoint acting executive(s) for the coming session if any;
- j. Any other business.

### **Article 5 – Nominations**

- a. Nominations for the office bearers of the Club for the next session shall be opened seven clear days before the Annual General Meeting, and the nominations shall be closed forty-eight hours before the Annual General Meeting.

- b. Nominations for election shall only be made on forms provided for the purpose by the Sports Association. Each form shall contain the name of one candidate, together with signatures of a proposer and a seconder, and the signature of the candidate signifying his consent, duly signed by any member of the Executive Committee of the Sports Association certifying the date of receipt.
- c. All candidates, proposers and seconders of the office bearers shall be Full Members of the Club.
- d. In case there is only one candidate for any post in the Executive Committee, the candidate shall be elected ipso facto.

#### **Article 6 – Voting**

- a. Voting shall be by secret ballot.
- b. When there is only one candidate for the post, electors shall vote for or against the candidate, or abstain. The candidate shall be declared elected provided:
  - i. he has secured the number of votes for him greater than the number of votes against him and;
  - ii. he has secured the total number of votes for and against him greater than the number of votes abstain and;
  - iii. he has secured that the total number of votes for no less than thirty percent of the quorum.
- c. When there are two or more than two candidates for one post, a straight ballot shall be held. In the event of a tie, re-election shall be held. He shall be declared elected provided he has secured at the end of the process a number of votes no less than 30% of the total members of the Council.
- d. In case of any vacancy for the post of Chairperson during a term of office, nomination shall be opened and procedure leading to election shall be as in the Annual General Meeting.

#### **Article 7 – Voting Right**

Only Full Members of the Club shall vote in the Annual General Meeting of the Club.

#### **Article 8 – Vote of No-Confidence**

- a. A vote of no-confidence for infringement of the Constitution, negligence of duties, or unbecoming conduct, may be moved against any member of the Executive Committee at a General Meeting held specifically for the purpose.
- b. A vote so passed shall call for the immediate resignation of the person or persons against whom the vote is moved.
- c. A vote takes effect only by a motion carried by the two-thirds majority votes at a General Meeting.

## **Article 9 – Resignation**

An Executive may, at any time, resign from office as an Executive by giving written notice of resignation to the Chairperson of the Club. A notice of resignation shall be signed by the Executive concerned. A notice of resignation takes effect only by a motion carried by the two-thirds majority votes at a General Meeting.

## **Article 10 – Acting Executives**

In the event of any vacancy occurring in the Executive Committee, acting Executive(s) shall be appointed to take up the work, and shall have the same authorities and duties as the respective posts. Acting executive(s) shall be appointed at an Annual General Meeting or Extraordinary General Meeting.

## **Article 11 – 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.

## **Article 12 – Returning Officer**

A councilor from the Sports Council with no interest in the Club who is appointed by the Sports Council Chairman shall act as the Returning Officer of the General Meetings of the Club, to observe whether the Union Council Standing Orders, the Constitution and By-laws of the Sports Association are followed.

## **Article 13 – Extraordinary General Meeting**

- a. The Extraordinary General Meeting of the Club shall be convened at the request of any Full Member of the Club seconded by not less than ten other members of the Club, and shall inform any Sports Association Executive Committee member five clear days beforehand;
- b. No other agenda shall be discussed except those convened specifically for the purpose.
- c. A notice of the Extraordinary General Meeting of the Club and the agenda thereof shall be posted five clear days beforehand. Such notice and agenda shall be sent to the members.

## **SECTION V**

### **EXECUTIVE COMMITTEE**

#### **Article 1 – Composition**

- a. Chairperson;
- b. Internal Vice-Chairperson;
- c. External Vice-Chairperson;
- d. General Secretary;
- e. Financial Secretary;
- f. Publicity Secretary;
- g. Welfare Secretary;
- h. Two Team Captains.

#### **Article 2 – Functions**

The functions of the Executive Committee shall be:

- a. to direct all affairs of the Club;
- b. to represent members in matters affecting their interests.

#### **Article 3 – Duties of individual members**

- a. The Chairperson shall:
  - i. act as the chief executive and spokesperson of the Club;
  - ii. be responsible for all activities of the Club;
  - iii. represent the Club in the Sports Council.
- b. The Internal Vice-Chairperson shall:
  - i. be responsible for all general correspondence of the Club;
  - ii. act as the Chairperson in his absence;
  - iii. liaise with members of the Executive Committee;
  - iv. be responsible for keeping an inventory book;
  - v. be responsible for the booking of rooms and equipment.
- c. The External Vice-Chairperson shall:
  - i. deal with external matters of the Club;
  - ii. be responsible for keeping a membership book;
  - iii. be responsible for establishing friendly relations with other dragon boat organizations.
- d. The General Secretary shall:
  - i. conduct the general correspondence of the Club;
  - ii. draft the minutes of all meetings and keep a minute book;
  - iii. prepare annual report for the year's activities.
- e. The Financial Secretary shall:
  - i. be responsible for all financial transactions of the Club;
  - ii. prepare the annual budget;
  - iii. present the financial report at the Annual General Meeting;
  - iv. be responsible for collecting the membership fee;
  - v. be responsible for applying the Club subsidies from the Sports Association, the Institute of Human Performance, and others;
  - vi. be responsible for money claiming.
- f. The Publicity Secretary shall:
  - i. be responsible for publicizing all activities of the Club and producing publicity materials;
  - ii. be responsible for the Information Day in August of every year.
- g. The Welfare Secretary shall:



- i. be responsible for the general welfare of all Full Members and Associate Members;
- ii. seek for sponsorship from other organizations outside the University.
- h. The two Team Captains shall:
  - i. be in-charge of the University Dragon Boat Team.

#### **Article 4 – Records**

The Executive Committee shall keep the following records:

- a. A membership book compiled with the membership forms;
- b. An account book;
- c. A minute book in which shall be entered the minutes of all meetings;
- d. A record of all matches played and functions held for the Club;
- e. An inventory book of the Club.

### **SECTION VI**

#### **CONSTITUTION**

##### **Article 1 – Amendment**

The Constitution shall not be amended except by a motion carried at a General Meeting of the Club convened specifically for the purpose. A notice intimating the proposed amendments shall be posted five clear days before the General Meeting.

##### **Article 2 – Interpretation**

The interpretation of this Constitution shall rest with the Executive Committee of the Club.