

Constitution of Fencing Club, H.K.U.S.U.
Updated February 2005, Version 2005

Section I Definitions

In this Constitution,

“University” shall mean The University of Hong Kong.

“Student” shall mean student of The University of Hong Kong, as defined in the University Statute.

“Union” and “H.K.U.S.U.” shall mean the University of Hong Kong Students’ Union.

“Club” shall mean Fencing Club, H.K.U.S.U..

‘G.M.’ shall mean General Meeting of Fencing Club, H.K.U.S.U. and shall include Annual General Meeting and Executive Committee of Fencing Club, H.K.U.S.U..

Section II General

Article 1 – Name

The name of the Club shall be “Fencing Club, University of Hong Kong Students’ Union”. [abr. FC HKUSU]

Article 2 – Affiliation

The Club shall be affiliated to the University of Hong Kong Students’ Union through Sports Association.

Article 3 – Aim

The aim of the Club shall be to encourage participation in the sport of fencing for all members of the Union and to promote the sport in Hong Kong.

Article 4 – Club session

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

Section III Membership

Article 1 – Membership

Full member of the Club shall be full Union Members who have duly enrolled and must register with the Club and paid the prescribed fee.

Section IV Executive Committee

Article 1 – Function

The function of the Executive Committee of the Club shall be:

- To direct all affairs of the Club and to formulate and implement the policies of the Club in accordance with this Constitution;
- To represent Club members in matters as affecting their interests;
- To promote the sports to full members of the Union;

- To approach Coach;
- To train and to select members for the University fencing team;
- To award the Advisory Board Trophy and/or other trophies to any full members of the Club who having displayed outstanding performance in the HKU Open Fencing competition;
- To be the offices-bearers of the Club

•Article 2 – Composition

The Executive Committee shall consist of the following members:

- Chairperson;
- Internal Vice-Chairperson;
- External Vice-Chairperson;
- General Secretary;
- Financial Secretary;
- Property Secretary;
- Team Captain;
- Programme Secretary;
- Publication Secretary;

Article 3 – Duties of Individual Members

•The Chairperson shall:

- To be the chief executive of the Club;
- Chair all Executive Committee meetings;
- To convene any Extraordinary General Meeting at the request of any member of the Club seconded by ten other Club members;
- To appoint any member of the of the committee to be the Acting General Secretary in the event of the General Secretary's absence;
- To jointly sign with the Hon. Secretary all the cheques pertaining all financial transactions of the Club;
- To act as the representative of the Club at the Sports Association Council;
- To be the liaison between the Club and other Sports Clubs in the University.

•The Internal Vice-Chairperson shall:

- To assist the Chairperson in all affairs of the Club;
- To be the ex-officio Chairperson of the Executive Committee in the absence of Chairperson;
- To be the liaison between the Executive Committee and the members;
- To be responsible for organizing internal club activities.

•The External Vice-Chairperson shall:

- To assist the Chairperson in all external affairs of the Club;
- To be the liaison between the Club and the other organization outside the University;
- To be responsible for organizing external club activities.

- The General Secretary shall:
 - To handle all general correspondence of the Club;
 - To record minutes of the Executive Committee meetings;
 - To prepare half year and annual report of the Club.
- The Financial Secretary shall:
 - To handle all financial matters of the Club;
 - To prepare half year and annual financial report of the Club.
- The Social Convener shall:
 - To be responsible for organizing social functions;
 - To facilitate the rapport within the Club.
- The Property Secretary shall:
 - To be responsible to keep a full name and accurate record of all equipment of the Club;
 - To be responsible for the maintenance of all equipment of the Club.
- The Team Captain shall:
 - To be responsible on all matters of competitions relating to the team and team members;
 - To be responsible on all matters of the training program and progress of the team members.
- The Publication Secretary shall:
 - To be responsible for the matters relating to the Publications of the Club;
 - To be responsible for the design and management of the Club's notice boards and website.

Section V Advisory Committee

Article 1-function

The Advisory Committee shall be responsible for giving advice to the Executive Committee of the Club.

Article 2-Composition The Advisory Committee shall consist of the following members:

- (1) 1 Chief Advisor;
- (2) 3 -7 Senior Advisor;
- (3) 1 Chairperson from last Club session;

where Chief Advisor and Senior Advisors shall be current or old Club members who may have graduated.

Article 3-Duties of Individual Members

- (1) Chief Advisor shall:
 - (i) To act as an advisor to the Club
 - (ii) To act as the contact person of the Advisory Committee
- (2) Senior Advisor shall:
 - (i) act as advisor to the Club;
- (3) Chairperson from last Club session shall:
 - (i) act as an advisor to the Club;

Section VI-Honorary Coaching Director

Article 1-Duty

Act as an advisor to the Club.

Honorary Coaching Director shall be elected by the Executive Committee only.

Section VII General Meeting

Article 1-Authority

General meetings shall possess the highest authority in the Club.

Article 2-Annual General Meeting

- (1) The Annual General meeting of the Club will be held during the period of 15th February to 15th March.
- (2) Composition: The meeting shall comprise of the full members the Club.
- (3) The business of the Annual General Meeting shall be:
 - To receive and adopt the minutes of the previous Annual General Meeting
 - To receive and adopt the Annual Report of the outgoing session prepared by the General Secretary
 - To receive and adopt the financial report of the outgoing session prepared by the Financial Secretary
 - To amend the Constitution, if any
 - To elect the Executive Committees of the Club for the incoming session
 - To form the Advisory Committees of the Club for the incoming session
 - To receive and adopt the yearly plan of the forthcoming session prepared by the General Secretary
 - To receive and adopt the financial budget of the forthcoming session prepared by the Financial Secretary
 - To change the bearers of Fencing Club HKUSU bank account
 - To elect candidates for 'Player of the Year' and the 'University Sports Trophies', if applicable
 - To elect candidates for the 'Olma Sportsman' and the 'Olma Sportswoman' Awards, if applicable
 - Any other business
- (4) A notice of the Annual General Meeting of the Club, the agenda and a list of club members thereof shall be posted five clear days beforehand. Such notice and agenda shall be sent to all full members of the Club. And the notice of the Annual General Meeting, the agenda and list of club members shall sent to the

Council Chairman and Honorary Secretary of the Sports Association Council 3 clear fays beforehand.

- (5) At the Annual General Meeting, 20 full members or 15% of the total full members, for which has a greater number, shall form a quorum. Each present full member shall be entitled to one vote only.

Article 3-Extraordinary General Meeting

- (1) The Extraordinary General Meeting shall be convened by the Chairperson at the request of any member or Club seconded by ten other Club members, and shall inform Sports Association Executive Committee members five clear days beforehand.
- (2) Composition: The meeting shall comprise of the members of the Club.
- (3) No other agenda shall be discussed except those convened especially for the purpose.
- (4) A notice of the Extraordinary General Meeting of the Club and the agenda thereof shall be posted on the notice boards of Sports Association five clear days beforehand. Such notice and agenda shall be sent to members of the Club.
- (5) At the Extraordinary General Meeting, 20 full members or 15% of the total full members, for which has a greater number, shall form a quorum. Each full member shall be entitled to one vote only.

Article 4-Returning Officer

At least on Councilor from Sports Association Council with no interest in the Club shall act as the Returning Officer of the General Meetings of the Club, to observe whether the Union Council Standing Orders and the Constitution of the Sports Association and Sports Association By-Laws are followed.

Section VIII Annual Election

Article 1-Election

The annual election for the posts of Executive Committee and the Advisory Board shall be held at the Annual General Meeting of the Club.

Article 2-Nomination for the Executive Committees

- (1) Nominations for the executive committee of the Club shall be submitted 48 hours before the Annual General Meeting of the Club.
- (2) Nominations for elections shall only be made on forms provided for the purpose by the Sports Association. Each form shall contain the name of candidate, together with signatures of a proposer and a seconder, and the signature of the candidate signifying his/her consent, duly signed by an member of the Executive Committees of the Hong Kong University Students' Union Sports Association certifying the date receipt.
- (3) All candidates, proposers, seconders, and executive committee shall be full member of the Club.
- (4) Nominations for the Executive Committee should be opened and publicized at least 1 week before the Annual General Meeting of the Club.

Article 3-Nomination for the Advisory Committees

- (1) Nomination for the posts of the Advisory Committee shall be made in Annual General Meeting of the Club.
- (2) The nominees, proposers and seconders for the posts of the Advisory Committee shall be the outgoing executive members of the Club.
- (3) The posts of the Advisory Committee shall be elected from the previous or current members of the Club.

Article 4-Eligibility of Voting Right at election

Only full members of the Club shall Vote in the General Meeting of the Club.

Article 5-Method of Voting

- (1) Voting is a secret ballot and no proxy is allowed,
- (2) When there is only one candidate for one post, the candidate for post, the candidate shall be declared elected ipso facto.
- (3) When there are 2 candidates for one post, a straight ballot shall be held. In the event of a tie, re-election shall be held.
- (4) When there are more than one candidate for one post, Electors shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheet shall be arranged and counted according to the first preference. The 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 shall be declared elected.

Article 6-By-election

- (1) In case there exists any vacancy for the post of Chairperson during a term of office, nomination shall be opened and procedure leading to election shall be a sin the Annual Election.
- (2) In case there exists any vacancy in the Executive Committee other than the Chairperson during a term of office, the Executive Committee shall have the power to do-pt other full member to fill the vacancy with the approval of the Extraordinary General Meeting.
- (3) In case there exists any vacancy in the Advisory Committee during a term of office, the Advisory Committee shall have the power to do-pt other previous member to fill the vacancy with the approval of the Extraordinary General Meeting.
- (4) The resignation of any Executive Committee or any Advisory Committee shall be received in the Extraordinary General Meeting.

Section IX Constitution

Article 1-General

All members and members of Executive Committee of Fencing Club, HKUSU shall not act contrary to this Constitution.

Article 2-Interpretation

The interpretation of this Constitution shall rest with the Executive committee of Fencing Club, HKUSU.

Article 3-Amendment

- (1) No parts of this constitution shall be supplemented, abolished, or amended, except by a motion carried at the Annual General Meeting or an Extraordinary General Meeting convened specifically for this purpose.
- (2) A notice intimating the proposed amendments shall be posted on notice boards of Hong Kong University Students' Union Sports Association five days clear before the General Meeting.

[END]