

# **JUDO CLUB, HKUSU**

## **CONSTITUTION (amended in 5<sup>th</sup> March 2004)**

### **SECTION I: DEFINITIONS**

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

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

“Club” shall mean “Judo Club, **HKUSU**”

### **SECTION II: GENERAL**

#### Article 1: Name

The full name of the Club shall be “ **Judo Club, HKUSU** ” and the Chinese name of the Club shall be “香港大學學生會柔道會”.

#### Article 2: Aim

The aim of the Club shall be to promote general interest in Judo among members of the Students’ Union and establish friendly relations with other Judo organizations outside the University.

#### Article 3: Membership

1. All undergraduates, postgraduates and graduates of the University who are full member of the Students’ Union shall become full members of the Club on payment of a subscription of HK\$10/year.
2. Staff of the University shall become Staff members of the Club on payment of a subscription of HK\$**30**/year.
3. Any person (non-full-member of the Union) recommended by at least three committee members including the Chairman of the Club, shall become an associate member on payment of a subscription of HK\$**30**/year.

#### Article 4: Affiliation

The **Club** is directly affiliated to the Hong Kong University Students’ Union **through SA**.

### Article 5: Official Languages

Chinese and English shall be the official languages of the Club, enjoying equal status; 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 6: Club Session

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

## SECTION III: EXECUTIVE COMMITTEE

### Article 1: Function

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

1. To direct all affairs of the Club
2. To represent Club members in matters affecting their interests

### Article 2: Executive Committee

1. An Advisory Board consisting of the President, Patrons and Advisors of the Club.
2. An Executive Committee should consist of the following members :
  - i. Chairman;
  - ii. Internal Vice-Chairman;
  - iii. External Vice-Chairman;
  - iv. General Secretary;
  - v. Financial Secretary;
  - vi. Publicity Secretary;
  - vii. Welfare Secretary;
  - viii. Social Secretary;
  - ~~ix.~~ Two Team Captains

### Article 3: Duties

1. The Chairman shall be the chief executive, and shall represent the Club in the SA Council and Joint College Judo Committee Meetings.
2. The Internal Vice-Chairman shall be the chief internal executive, and shall represent the Club in the SA Council in the absence of the Chairman, and help the Chairman to execute the Executive Committee.
3. The External Vice-Chairman shall represent the Club in the Joint College Judo Committee Meetings; help the Chairman in all external affairs and response for the relationships with all other Judo organizations outside the University.

4. The General Secretary shall conduct the general correspondence of the Club, draft the minutes of all meetings, keep a Minute Book, prepare the report to be presented to the Annual General Meeting, prepare a report for the year's activities and of any alterations in the Constitution to the Honorary Secretary of the Union and SA.
5. The Financial Secretary shall help the Chairman in all financial matters, keep an account book, respond for the money claiming, prepare an annual budget on March, prepare a financial report to be presented to the Annual General Meeting.
6. The Publicity Secretary shall be responsible for all publicity works of the Club.
7. The Welfare Secretary shall be responsible for the general welfare of all ordinary members and associate members.
8. The Social Secretary shall be responsible for all social activities of the Club.
9. The Team Captain shall be in charge of the University Judo Team.
10. The Club shall keep the following records:
  - a) A Membership Book complied with the membership forms.
  - b) An Account Book.
  - c) A Minutes Book in which shall be entered the minutes of all General Meetings.
  - d) A record of all matches played and functions held for the Club.
  - e) An Inventory Book for the Club.

#### Article 4: Vacation of Office

In case there exists any vacancy in the Executive Committee of the Club (other than the Chairman) during a term of office, the Executive Committee shall have the power to appoint other full members of the Club to fill the vacancy and act as officers. Nominations to the position of Chairman shall be opened to all full members of the Club if the position is vacated during a term of office. The procedure of election under this article shall be conducted in accordance with Section IV Article 8 of this constitution.

### 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 notice of the Annual General Meeting of the Club, an agenda for the meeting and a full list of the Club's full members shall be posted on the notice board of the Club five

clear days beforehand. All these documents shall be sent to the SA Council before the meeting is held.

### Article 3: Quorum

Twenty 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 4: Business of the Annual General Meeting

- a. To receive and adopt the minutes of the previous Annual General Meeting and all Extra-ordinary General meetings, if any.
- 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. 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 'University Sports Trophies', if applicable.
- h. Any Other Business

### Article 5: 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 Committee at a General Meeting held specifically for the purpose. The majority vote of the quorum 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 6: 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 7: Returning Officer

At least one SA councilor with no interest in the Club shall act as the Returning Officer of the Annual General Meeting of the Club, to observe whether the Union Council Standing Orders, and the Constitution of SA and SA By-Laws are followed.

Article 8: Eligibility of voting – right at election

Only full members of the Club shall vote in Annual General Meeting of the Club.

Article 9: Nomination

- a. Nomination for the office bearers of the Club shall be accepted until but not after forty-eight hours before the Annual General Meeting of the Club.
- b. **Nomination** for elections shall only be made on forms provided for the purpose by the SA. Each form shall contain the name of the candidate, together with the signatures of a proposer and a seconder, and the signature of the candidate signifying his/her consent, duly signed by any member of the Executive Committee of the SA certifying the date of receipt.
- c. All candidates, proposers, seconders and office-bearers shall be full members of the **Club**.
- d. Nominations for the office-bearers should be opened and publicized at least one week before the Annual General Meeting of the Club.
- e. **In case there is only one candidate for any post in the Executive Committee, the candidate shall be elected ipso facto.**

Article 10: Method of Voting

- a. Voting is secret ballot for election.
- b. When there is only one candidate for one post, the candidate shall be declared elected ipso facto.
- c. When there are two candidates for one post, a straight ballot shall be held. 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 according to the first preferences. The candidate at the bottom of the poll on the first count shall be declared to have lost, and his/her 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/she shall be declared elected.
- e. In case there exists any vacancy for the post of Chairman during a term of office, nomination shall be opened and procedure leading to election shall be as in the Annual Election. The procedure of election under this article shall be conducted in accordance with Section IV Article 8 of this constitution.

## Article 11: Extraordinary General Meeting

- a. The Extraordinary **General** Meeting of the Club shall be convened by the Chairman at the request of any full member of the Club seconded by ten other Club members. No other agenda shall be discussed except those convened especially for the purpose.
- b. A notice of the Extraordinary **General** Meeting and the agenda thereof shall be posted on the notice board of the Club and the SA five clear days beforehand. Such notice and agenda shall be sent to members of the Club.
- c. At the Extraordinary General Meeting, twenty 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.

## **SECTION V: CONSTITUTION AMENDMENTS**

### 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 five clear days before the General Meeting.

### Article 2: Interpretation

The **Club Executive Committee** shall have the sole right of interpreting and enforcing the Constitution.

### By Laws

#### Tuition fee:

1. The tuition fee for each academic year (Sept-May) is **HK\$200** for undergraduates, postgraduates and graduates.
2. The annual tuition fee for Staff and Associate members is **HK\$200**.
3. The annual tuition fee may be changed from year to year by the decision of the coach and **Executive Committee members**.