

The Constitution
of
The Karate 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 Karate Club, Hong Kong University Students' Union;

“Constitution” shall mean the Constitution of the Karate 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 “The Karate Club, Hong Kong University Students' Union”, and “香港大學學生會空手道會” in Chinese.

Article 2 – Aims

The aims of the Club shall be:

- a) to promote general interest in karate among the members of the Union;
- b) to establish friendly relations with other karate 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 35 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 are not eligible for membership of the Club under Article 1 (a) above, graduates of the University and any person recommended by at least five Executive Committee members including the Chairperson of the Club shall be Associate Members of the Club on payment of the subscription fee of HKD 35 per session.

SECTION IV

GENERAL MEETING

Article 1 – Date

The Annual General Meeting of the Club shall be held during the period of 15th February to 15th 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) 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 seconds 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.
 - iii) he has secured 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.
- d) In case there exist 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) should be appointed to take up the work, and shall have the same authorities and duties as the respective posts.

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 all members.

SECTION V

EXECUTIVE COMMITTEE

Article 1 – Composition

- a) Chairperson;
- b) Vice-Chairperson;
- c) General Secretary;
- d) Financial Secretary;
- e) Publicity Secretary;
- f) Welfare Secretary;
- g) Information Technology 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) deal with external matters of the Club;
 - iii) represent the Club in the Sports Council;
 - iv) be responsible for establishing friendly relations with other karate organizations.
- b) The 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.
- c) The General Secretary shall:
 - i) draft the minutes of all meetings and keep a minute book;
 - ii) be responsible for documentations of the Club;
 - iii) prepare a report for the year's activities.
- d) 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.
- e) The Publicity Secretary shall:
 - i) be responsible for publicizing all activities of the Club and producing publicity materials;
 - ii) be responsible for the booking of rooms and equipment;
 - iii) be responsible for the Information Day in August of every year.
- f) The Welfare Secretary shall:
 - i) be responsible for the general welfare of all members;
 - ii) seek for sponsorship from other organizations outside the University.
- g) The Information Technology Secretary shall:
 - i) be responsible for maintaining the Club web site and member database.
- h) The two Team Captains shall:
 - i) be in-charge of the University Karate 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.