

**KENDO CLUB**  
**HONG KONG UNIVERSITY STUDENTS' UNION**  
**CONSTITUTION**

Edition '10

**SECTION I: GENERAL**

**Article 1: Definitions**

In this Constitution,

“Club” shall mean the Kendo Club, Hong Kong University Students' Union.

“Committee” shall mean the Executive Committee of the Club

“Team” shall mean the Team of the Club, excluding the University Team.

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

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

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

“University” shall mean the University of Hong Kong

**Article 2: Name**

The full name of the club shall be “Kendo Club, Hong Kong University Students' Union”.

**Article 3: Purpose**

The purpose of the Club shall be:

- a. To promote the interest and improve the skills of students in the sport of Kendo in the University, and
- b. To foster the sportsmanship of the University's students in the sport of Kendo.

**Article 4: Affiliation**

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

**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 2 main membership categories:

a. Full Members

They are current students of the University of Hong Kong, who have been duly enrolled as Full Members of the Union, registered with the Club and paid the membership fees according to the Hong Kong University Students' Union Sports Association, also approved by the Committee at a Committee Meeting.

b. Honorary Members

There are two classes of Honorary Members:

i. Ordinary Honorary members:

They are graduates 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.

ii. Honorary life members:

They are the graduates of the University 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, propose and second 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. All classes of Honorary Members shall be entitled to enjoy all the privileges of Full Members except iii & iv mentioned above.

Article 3: Membership Termination

- a. The membership of all Full Members shall be terminated on the date of expiration stated in their university student registration card. The membership of Full Member may also be terminated as stated in item (d) below.
- b. All Ordinary Honorary Members shall have their membership terminated on the date of expiration of their Union membership unless the conditions stated in item (d) below applies.
- c. All Honorary life members shall enjoy permanent membership unless the conditions stated in item (d) below apply.
- d. Any membership 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.

**SECTION III: GENERAL MEETING**

Article 1: Authority

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

Article 2: Annual General Meeting

- a. The Annual General Meeting of the Club shall be held between 15<sup>th</sup> February and 15<sup>th</sup> 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. To amend the constitution, if any.
  - v. To elect the Executive Committee Members of the Club for the coming

session.

- vi. To formulate the policy of the next session.
  - vii. 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 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, twenty Full Members or 15% of the total full members of the respective the Club, whichever the more, shall form a quorum. Each Full Member shall be entitled to one vote only.
- f. The Annual General Meeting shall be convened by the General Secretary presided over by the Chairperson of the Committee, or in his absence, a member duly appointed by the Annual General Meeting.

#### Article 3: Extraordinary General Meeting

No Extraordinary General Meeting shall be held unless it is convened by the Chairperson of the Committee at the request of any members seconded by ten other Full Members. Any such request shall specify the objects of the proposed Meeting and no other matter shall be discussed, without the consent of at least twenty Full Members present. The meeting shall be chaired by the Chairperson of the Committee except under the circumstances in which a vote of non-confidence is casted against any member of the Committee, when the chairperson will be taken by a Full Member duly appointed by the Meeting. A notice of the Extraordinary General Meeting and the agenda thereof shall be posted five days beforehand. Such notice and agenda shall be sent to Full Members of the Club.

#### Article 4: Vote of Non-confidence

A vote of non-confidence for infringement of the constitution, negligence of duties or unbecoming conduct moved against any member of the Committee at an Extraordinary General Meeting held specifically for that purpose. The majority vote of two third of the Full Members present shall be obtained. A vote so passed shall call for the immediate resignation of the person or persons against whom the vote is moved.

### **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 2c v.

Article 2: Election of Committee.

- a. The Chairperson of the Committee shall preside over the election.
- b. The returning officer shall be appointed by the Council.

Article 3: Nominations.

- a. Nominations for the Committee 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 each post 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 Hong Kong University Students' Union 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 Committee shall be Full Members of the Club.
- d. Nomination for the Committee 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, roll call or show of hands for elections and for "Player of the Year" and the "University Sports Trophy".
- b. When there is only one candidate for "Player of the Year" and the "University Sports Trophy", the candidate shall be declared for nominations and 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 are 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 Chairperson during a term of office and procedure leading to election shall be the same 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. Publicity Secretary
- j. Team Captain
- k. Past Representative

#### Article 2: 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 3: Post and Responsibilities

- a. Chairperson shall direct all the programmes and conducts any business concerning the Club.
- b. Internal Vice-chairperson shall assist the Chairperson in all his duties

pertaining to internal affairs and fosters coordination between the Club and the Hong Kong University Students' Union Sports Association. He shall be the ex-officio Chairperson of the Committee in the absence of the Chairperson.

- c. External Vice-chairperson shall assist 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 shall handle documentary works and filing.
- e. Financial Secretary shall handle all matters relating to the finance of the Club
- f. Programme Secretary shall manage training courses, such as contacts concern people and parties, booking of pitches, also supervise activities taking place in the field.
- g. Equipment Manager shall manage all the equipments and facilities of the Club, including maintenance and stock keeping.
- h. Social Secretary shall conduct amenities and liaisons, also responsible for the outward touch of the Club.
- i. Publicity Secretary shall handle all publicity releases and business of advertising programmes.
- j. Team Captain shall manage regular practices and responsible for all matters concerning the training and competitions of the Team.
- k. Past Representative shall advise to the current Committee for the smooth running of the Club activities.

#### Article 4: Meeting

- a. A Committee meeting may be held at any time, and shall be convened by the General Secretary under instructions from the Chairperson.
- b. At a Committee Meeting, not less than half of the Committee Members in office shall form the quorum, among who must be the Chairperson.

#### Article 5: Acting Executives

In the case of any vacancy occurring in the post of the Committee members, acting executives should be appointed in General Meetings 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 General Meeting.

### **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.

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