

# **ROWING CLUB H.K.U.S.U CONSTITUTION**

## **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

“The Club” shall mean “Rowing Club, Hong Kong University Students’ Union”

## **SECTION II – GENERAL**

### Article 1

#### Name

II.1) The name in full of the club shall be “Rowing Club, Hong Kong University Students’ Union” hereinafter referred to as “the Club”.

### Article 2

#### Affiliation

II.2) The Club is directly affiliated to the Union through SA.

### Article 3

#### Aim

II.3) The aim of the club is to promote interest and skill in Rowing amongst the member of the Hong Kong University Students’ Union.

### Article 4

#### Membership

II.4.a) Full member of the club shall be undergraduates, postgraduates, graduates and life members who are member of HKUSU.

II.4.b) Affiliated members may apply for the club’s membership provided that they are associated member of HKUSU.

II.4.c) Honorary member of the club shall be nominated by a member of the Executive

Committee and elected in general meeting.

II.4.d) Full members and affiliated members of the club may have priority in using all club facilities, including reserved grounds and mats.

II.4.e) Only full members and affiliated members of the club may be representatives of the HKUSU Rowing Team.

#### Article 5

##### Membership Fee

II.5) All members of the club shall pay \$20 which decided by Students' Union.

#### Article 6

##### Club Session

II.6) 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 – EXECUTIVE COMMITTEE**

#### Article 1

##### Function

III.1) The functions of the Executive Committee of the club shall be:

1. To direct all affairs of the club.
2. To represent club member in matters as affecting their interests
3. To promote the sport to full member of the Union

#### Article 2

##### Composition

III.2.a) Chairman

III.2.b) External Vice-Chairman

III. 2.c) General Secretary

III. 2.d) Financial Secretary

III. 2.e) Publication Secretary

III. 2.f) Team Captain – Chief Team Captain, Vice Team Captain and Assistant Team Captain

III.2.g) Course Coordinator

## Article 3

### Duties

#### III.3.a) Chairman

- a. Chief executive of the committee
- b. Represent the club in the S.A. Council
- c. Hold a regular meeting in each month
- d. Responsible for all the activities of the club
- e. Receive letter from P-Hole Regularly
- f. To contact the staff of CPES
- g. Arrangement of activities for the members

#### III.3.b) External Vice Chairman

- a. Dealing with things outside the club, e.g. marking sponsorship
- b. Responsible for the Joint 6 Universities affairs for the rowing championships
- c. Be an acting Chairman in case of Chairman's absence
- d. Represent the club in the S.A. Council

#### III. 3.c) General Secretary

- a. Responsible for all the general correspondence of the club
- b. Prepare minutes of the meetings and annual general meeting of the club
- c. Send E-mail and write letters for the general affair
- d. Contact the Executive Committee members
- e. Booking of rooms and equipment
- f. Receive letters from P-Hole regularly

#### III.3.d) Financial Secretary

- a. Responsible for all financial transaction of the club
- b. Prepare the annual budget
- c. Present a financial report in the Annual General Meeting of the club
- d. Collect membership fee
- e. Apply for the budget from the S.A., CPES, OSA and others
- f. Claim coach fee/grant/loan

#### III.3.e) Publication Secretary

- a. Responsible for publicizing the activities of the club such as Rowing Training Courses and competitions by means of posters, board and notices, etc...

- b. Publication on the Information Day (in August)
- c. Freshmen Recruitment
- d. Issue reports after winning rowing competitions by means of posters
- e. Compose the Homepage of the Club

#### III.3.f) Chief Team Captain

- a. Responsible for all the coordination between the club and the members of the club
- b. Dealing with the China Rowing Association (CRA) affairs
- c. In charge of all matters concerning training of all members
- d. Managing the Men's team
- e. Keep record of competitions
- f. Contact person for the men's team
- g. Keep locker in the CRA
- h. Enhance men's team's spirit
- i. Apply for all competition events

#### III. 3.g) Vice Team Captain

- a. Responsible for the assistance of the coordination between the club and the members of the club
- b. In charge of all matters concerning training of all members
- c. Managing the Women's team
- d. Clothing and accessories for the club
- e. Contact person for the women's team
- f. Keep locker in the CRA
- g. Enhance women's team's spirit

#### III.3.h) Assistant Team Captain

- a. Keeping training and competition records
- b. Maintenance of the boats
- c. Keep record of the usage and condition of equipment

#### III. 3.i) Course Coordinator

- a. Collect course fee
- b. Organize star courses

### Article 4

III. 4.a) The Executive committee shall be responsible to the S.A. Council.

III. 4.b) The Executive committee shall have the right to co-opt member of the club to fill any vacancy that may exit in the committee during the term of officer.

## **Section IV – General Meeting**

### **Article 1**

#### **Annual General Meeting**

IV.1) Referred to Article 2 Section IX of Constitution of the S.A

### **Article 2**

#### **Nomination**

IV.2) Referred to Article 3 Section IX of Constitution of the S.A

### **Article 3**

#### **Eligibility of voting right of Club members at election**

IV. 3) Only full members of the club can vote in the Annual General Meeting and the Extraordinary General Meeting.

### **Article 4**

#### **Method of voting**

IV. 4) Referred to Article 5 Section IX of Constitution of the S.A

### **Article 5**

#### **Extraordinary General Meeting**

#### **IV.5a) Agenda**

The Extraordinary 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.

#### **IV. 5b) Notice**

A notice of the Extraordinary 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.

#### **IV. 5c) Quorum**

At the Extraordinary General Meeting, twenty full members shall form a quorum. Each full

member shall be entitled to one vote only.

#### Article 6

##### Returning Officer

IV. 6) At least one Councilor with no interest in the club shall act as the Returning Officer of the General Meeting of the club, to observe whether the Union Council Standing Orders, and the Constitution of Hong Kong University Student's Union Sports Association and Sports Association By-Laws are followed.

### **Section V – Constitution Amendments**

#### Article 1

##### Interpretation of the Constitution

V.1) The Executive Committee shall be responsible for the interpretation of the Constitution of the club.

#### Article 2

##### Amendment

V.2) 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 intimation the proposed amendments shall be posted five clear days before the General Meeting.