

**The Constitution Of
Hong Kong University Students' Union
Sports Association
(2006 Amended)**

Section I DEFINITIONS

In this Constitution,

"University" shall mean the University of Hong Kong;

"Union" shall mean the Hong Kong University Students' Union (HKUSU);

"Union Council" shall mean the Hong Kong University Students' Union Council;

"Sports Association" shall mean the Hong Kong University Students' Union Sports Association;

"Council" shall mean Hong Kong University Students' Union Sports Council;

"IHP" shall mean the Institute of Human Performance;

"Constitution" shall mean the Constitution of Hong Kong University Students' Union Sports Association.

Section II GENERAL

Article 1 Name

The name of the Association shall be the 'Hong Kong University Students' Union Sports Association'.

Article 2 Aims

The aims of the Sports Association shall be to encourage both indoor and outdoor games among all members of the Union;

It shall also represent the interests of the Sports Clubs and act as a bridge between the Union and the Sports Clubs.

Article 3 Official Languages

Chinese and English shall be the official languages of Sports Association, 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 4 Sports Association Session

The session of Sports Association shall commence at the conclusion of the First Council Meeting and terminate immediately at the conclusion of the First Council Meeting of the next year. The duty of each Executive Committee will terminate when the new official is being elected in the First Council Meeting; otherwise their session will end by the adjournment of the First Council Meeting of the next year.

Section III MEMBERSHIP

Article 1 Membership

a) Full Membership

All Sports Clubs fully affiliated to the Union shall be full members of Sports Association.

b) Associate Membership

All Sports Clubs partially affiliated to the Union shall be associate members of the Sports Association.

All chairman of partially affiliated Sports Club shall be official observer of the Council.

Article 2 Privileges

All Full Members of the Sports Association may vote at Council Meetings with the representation of Sports Clubs Chairmen.

Section IV ELECTION OF EXECUTIVE COMMITTEE AND TWO COUNCILORS ELECTED FROM THE PREVIOUS SESSION

Article 1 Election

- a) The Annual Election for the posts of President, Deputy President, General Secretary, Financial Secretary, Programme Secretary, External Secretary, Publication Secretary, Publicity Secretary, Administrative Secretary, Council Chairman, Council Honorary Secretary and two Council Representatives from the outgoing session shall be held at the First Council Meeting of the Council.
- b) The business of the First Council Meeting shall be to elect two councilors from the previous session to the Council to hold office for the session.

Article 2 Nominations

- a) Notice of open nomination for the posts of President, Deputy President, General Secretary, Financial Secretary, Programme Secretary, External Secretary, Publication Secretary, Publicity Secretary, Administrative Secretary, Council Chairman, Council Honorary Secretary shall be posted at least two weeks before the First Council Meeting of Council. The nomination shall be closed forty-eight hours before the First Council Meeting of Council;
- b) Nomination for the posts of the Council Chairman, two Councils elected from the previous session shall be made to the Council Chairman before the First Council Meeting of the Council;
- c) Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name and university number of the candidate together with signatures of a proposer, a seconder and the signature of the candidate signifying his/her consent, duly signed by the Council Honorary Secretary, certifying the date of receipt;
- d) The nominees' proposers and seconders for the all posts mentioned above shall be the voting members of the Council.

Article 3 Method of Voting

- a) Voting is by secret ballot and no proxy is allowed;
- b) When there is only one candidate for the post, electors shall vote for or against the candidates, or abstain. The candidate shall be declared elected provided:-
 - i. he/she has secured a number of votes for him/her greater than the number of votes against him and
 - ii. he/she has secured a number of votes for him/her no less than 30% of the total voting numbers of the Council;
- c) When there are two or more than two candidates for one post, electors shall indicate on their ballot sheets order of preference for the candidates. Ballots sheets shall be arranged and counted according to the first preference. The candidates at the bottom of the poll on the count shall be declared to have lost, and his/her votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continues until one candidate is left and he shall be declared elected provided he has secured at the end of the process a number of votes no less than 30% of the total members of the Council.

Article 4 By-election

- a) The By-election should be held only once in a session of Sports Association;
- b) No By-election can be held after 31st December in that session of Sports Association;
- c) In case there exists any vacancy for the post of any Sports Association Executive Committee during a term of office, he/she shall be elected at an Emergency Council Meeting. The nomination should be made three clear days beforehand;
- d) The voting method in the By-election is the same as that of the Annual Election.

Article 5 Acting Executives

In the event of any vacancy occurring in the post of Sports Association Executive Committee, the Council shall appoint the acting executive(s) 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 Council.

Section V HONG KONG UNIVERSITY STUDENTS' UNION SPORTS COUNCIL

Article 1 Functions

The functions of the Council shall be:

- a) To represent the member clubs of the Sports Association in such matters as affecting their interests;
- b) To afford a recognized means of communication among the Union Council, Sports Association Executive Committee, Sports Clubs in the field of sports;

Article 2 Authority

The motion passed in the Sports Council shall be recognized as possessing a higher authority than the decision of any other Sports Clubs.

Article 3 Chairman

- a) The Chairman of the Council shall be elected at the First Council Meeting of the current session from past Councilors except the President of the previous session and the Executive Committee of the current session. In case the Chairman is elected from the Councilors of the present Council, the person so elected shall resign from the original representation in the Council, and his representation to substitute.
- b) The Chairman of the Council shall take the Chair at all meeting of the Council.

Article 4 Honorary Secretary

- a) The Honorary Secretary of the Council shall be elected at the First Council Meeting of the current session from union members. The Honorary secretary shall have full speaking right but shall not vote
- b) The Honorary Secretary of the Council shall take minutes at all meetings of the Council.

Article 5 Composition

- a) The Sports Council Chairman
- b) The Sports Council Honorary Secretary
- c) The Executive Committee:
 - i. President
 - ii. Deputy President

- iii. General Secretary
- iv. Financial Secretary
- v. Programme Secretary
- vi. External Secretary
- vii. Publication Secretary
- viii. Publicity Secretary
- ix. Administrative Secretary
- d) The Chairpersons of Sports Club
- e) The President of the last session
- f) Two Council Representatives elected from last Council session
- g) The Elected Representatives from various Association/ Societies of Hall/ College/ Faculty shall be the official observers.

Article 6 The two Councilors elected from last Council Session

- a) The two councilors elected from last Council Session shall not hold concurrently another seat in the Council. Any councilor elected from last Council Session who ceases to be a Full Member of the Union during his/her term of office in a session may continue to hold office till the end of that session upon a vote of confidence being passed.
- b) A Councilor elected from last Council Session may, at any time, resign from office as a councilor by giving written notice of resignation to the Chairman of the Council. A notice of resignation shall be signed by the councilor elected from the previous Council Session concerned. A notice of resignation takes effect only by a motion carried by two-thirds majority votes at a Council meeting.

Article 7 Council Chairman and the President of the last session

A Council Chairman or the President of the last session who ceases to be a Full Member of the Union during his term of office in a Session shall hold office till the end of that Session, provided that a vote of confidence is moved in the Council.

Article 8 Meetings

- A. Council Meeting
 - a) The Sports Council shall meet at least once every term;
 - b) Meetings of the Sports Council shall be convened by the Chairman of the Sports Council, or at the request of the President of the Sports Association or at the request of any member of the Sports Council seconded by ten other Sports Council voting members;
 - c) At Sports Council meetings no less than 50% of the voting members of the Sports Council shall form a quorum (including the Council Chairman and Council Honorary Secretary);
 - d) A notice of Sports Council Meetings and the agenda thereof shall be posted 5 clear days beforehand. Such notices and agenda shall be sent to all Sports Council members.
 - e) Unless the Council shall decide otherwise, all meetings of the Council shall be open for all members of the Union to attend. Members so attending shall be permitted to speak only with approval of the Council and shall not vote.
- B. The First Council Meeting
 - a) The First Council Meeting shall be held within the first two weeks of April.
 - b) Composition of the First Council Meeting:

- i. The Sports Council Chairman
- ii. The Sports Council Honorary Secretary
- iii. The outgoing Executive Committee
- iv. The Chairpersons of Sports Clubs
- v. The President of last session
- vi. Two Council Representatives from last Council session
- vii. The Elected Representatives from various Association/ Societies of Hall/ College/ Faculty shall be the official observers
- c) The Chairpersons of Sports Clubs of last session shall be granted with speaking rights.
- d) The business of the First Council Meeting shall be:
 - i. To elect a Sports Council Chairman for the coming session
 - ii. To elect a Sports Council Honorary Secretary for the coming session
 - iii. To receive and adopt the Annual Report of the outgoing session prepared by the General Secretary
 - iv. To receive and adopt the Financial Report of the outgoing session prepared by the Financial Secretary
 - v. To amend the Constitution, if any
 - vi. To amend the By-laws, if any
 - vii. To elect the Executive Committee of Sports Association for the coming session
 - viii. To formulate the policy of the coming session
 - ix. To elect two Representatives from the last Council Session
 - x. Any Other Business
- C. Emergency Council Meeting
 - a) No other agenda shall be discussed except those convened especially for the purpose;
 - b) A notice of the Emergency Council Meeting of the Sports Council and the agenda thereof shall be posted 24 hours beforehand. Such notice and agenda shall be sent to the members of the Sports Council

Article 9 Business

The functions of the Sports Council shall be:

- a) To formulate policies that will affect Sports Association and its Sports Clubs;
- b) To supervise the Executive Committee of Sports Association and the Sports Clubs so as to prevent them from acting contrary to the Constitution;
- c) To consider and to approve or reject application for affiliation by any new formed organizations;
- d) To receive, consider and approve or amend or reject applications directed to the Union through Sports Association for subsidy grants;
- e) To make full decision towards any protest, alleged infringements of the Constitution and all such matters as may be placed before the Council by a Councilor, and deemed necessary, to adjudicate upon, or act in, all such cases;
- f) To award 'Player of the Year', 'University Sports Trophy' and the 'Sports Honour' to any members of the Union;
- g) Ratifying the nominees of the IHP awards and for the 'Olma Sportsman' and the 'Olma Sportswoman' awards;
- h) To receive and adopt reports from the Standing Committees of the Sports Council;
- i) To amend the Constitution, if any;
- j) To frame the By-laws of the Sports Council from time to time;
- k) To arrange and facilitate any open matches;

- l) To monitor any functions organized by any of the Sports Clubs.

Article 10 Voting Rights

Each council member shall be entitled to one vote only except the following:

- a) The Honorary Advisor shall not vote;
- b) The Sports Council Honorary Secretary shall not vote;
- c) The Sports Council Chairman shall not vote except the casting vote;
- d) The Official Observers shall not vote.

Article 11 Vote of Confidence

The Council Chairman, the Sports Council Honorary Secretary, any members of the Executive Committee of Sports Association, President of the last session or any of the two Representatives of the last session, when ceases to be a Full Member of the Union during his/her term of office in a session, may continue to hold office till the end of that session upon a vote of confidence being passed to him/her by the Sports Council.

Article 12 Vote of No-Confidence

A vote of no-confidence for infringement of the Constitution, negligence of duties, or unbecoming conduct, may be moved against the Sports Association Executive Committee, the Council Chairman and the Council Honorary Secretary at an Emergency Council Meeting held especially for the purpose. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

Article 13 Standing Orders

Standing Orders for all Sports Council Meetings shall be in accordance with the Standing Orders of the Union Council.

Section VI EXECUTIVE COMMITTEE

Article 1 Membership

- a) President
- b) Deputy President
- c) General Secretary
- d) Financial Secretary
- e) Programme Secretary
- f) External Secretary
- g) Publication Secretary
- h) Publicity Secretary
- i) Administrative Secretary

Article 2 Function

- a) To formulate the policies of the Sports Association in accordance with its aim;
- b) To carry out the resolutions of the Sports Council Meetings.

Article 3 Duties of individual members

- a) The President shall be the chief executive of Sports Association and the Chairman of the Sports Association Executive Committee and shall represent Sports Association in the Union Council, the Union Executive Committee and the Union Council Constitution Review Committee;
- b) The Deputy President shall assist the President in all his/her duties, be responsible for public and social relations of Sports Association, the co-ordination of the Sports

Clubs and shall be the *ex-officio* Chairman of the Sports Association Executive Committee in the absence of the President;

- c) The General Secretary shall conduct the general correspondence of Sports Association with the Administrative Secretary, send an Annual Report of Sports Association including the activities of all member clubs to the Sports Council at the end of the session and draft minutes of all Executive Committee meetings;
- d) The Financial Secretary shall be responsible for all matters relating to finance of Sports Association, represent Sports Association in the Union Council Finance Committee and certify all vouchers submitted by all clubs to the Union Finance Secretary;
- e) The Programme Secretary shall be responsible for coordinating and facilitating Sports Clubs to organize all intra-University sports functions in order to achieve the aims of Sports Association;
- f) The External Secretary shall be responsible for coordinating and facilitating Sports Clubs to organize all intervarsity sports functions in order to achieve the aims of Sports Association;
- g) The Publication Secretary shall be responsible for matters relating to the publications of Sports Association;
- h) The Publicity Secretary shall be responsible for matters relating to the publicity of Sports Association;
- i) The Administrative Secretary shall conduct the general correspondence of Sports Association with the General Secretary, be responsible for the internal relations of Sports Association and be the consultant and the facilitator of all Sports Clubs in their co-operation with other sub-organizations of the Union or any department within the University.
- j) The President and one Executive Committee Member shall represent Sports Association in the Union Council.
- k) One Executive Committee member except the President shall be elected at the first Executive Committee meeting and endorsed by the Council.

Article 4 Resignation

A Sports Association Executive, may, at any time, resign from office as a Sports Association Executive by giving written notice to the Chairman of the Council. A notice of resignation shall be signed by the Sports Association Executive concerned. A notice of resignation takes effect only a motion carried by the two-thirds majority votes at a Council meeting.

Section VII SPORTS CLUBS

Article 1 Membership

Full members of Sports Clubs shall be full Union members who have duly enrolled and shall be registered with the Clubs and paid the membership fees accordingly.

Article 2 Sessions

- a) The session of Sports Clubs shall follow its constitution
- b) If the session of the the Sports Club is not defined in its constitution, the session of Sports Clubs shall commence at the conclusion of its Annual general Meeting and shall terminate immediately at the conclusion of its Annual General Meeting of the next year.

Article 3 Annual General Meeting

- a) The Annual General Meeting of the respective Sports Club shall be held during the period of 15th February to 15th March;
- b) Composition: The meetings shall comprise of the full members of the respective Sports Club.
- c) The business of the Annual General Meeting shall be:
 - i. 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;
 - ii. To receive and adopt the Annual Report of the outgoing session prepared by the General Secretary;
 - iii. To receive and adopt the financial report of the outgoing session prepared by the Financial Secretary;
 - iv. To receive and adopt the Constitution amendments, if any;
 - v. To elect the Executive Committees of the Sports Clubs for the coming session;
 - vi. To formulate the policy of the next session;
 - vii. To elect candidates for 'Player of the Year' and the 'University Sports Trophies', if applicable;
 - viii. To elect candidates for the 'Olma Sportsman' and the 'Olma Sportswoman' Awards, if applicable;
 - ix. Any other business.
- d) A notice and the agenda of the Annual General Meeting of the respective Sports Club shall be posted five clear days beforehand. Such notice and the agenda shall also be sent to its full members;
- e) The notice, the agenda of the Annual General Meeting and the list of club members shall be sent to the Sports Council Chairman and Sports Council Honorary Secretary of the Sports Council three clear days beforehand;
- f) At the Annual General Meetings of the Sports Clubs, 20 full members or 15% of the total full members of the respective Sports Club, for which has a greater number, shall be counted as the quorum. Each present full member shall be entitled one vote only.

Article 4 Nomination

- a) Nominations for the office bearers of Sports Clubs shall be submitted 48 hours before the Annual General Meeting of the respective Sports Club;
- b) Nominations for elections shall only be made on forms provided for the purpose by Sports Association. 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 Committees of Sports Association certifying the date of receipt;
- c) All candidates, proposers and seconds of the office bearers shall be full member of the respective Sports Club;
- d) Nominations for the office bearers should be open and publicized 7 clear days before the Annual General Meeting of the respective Sports Club.

Article 5 Eligibility of Voting Right of Member Clubs at Election

Only full members of the respective Sports Club shall vote in the General Meeting of that Sports Club.

Article 6 Extraordinary General Meeting

- a) An Extraordinary General Meeting shall be convened at the request of any member of the respective Sports Club seconded by not less than ten other members of that Sports Clubs, and shall inform any Sports Association Executive Committee member five clear days beforehand;
- b) Composition: The Meeting shall comprise of the members of the respective Sports Club.
- c) No other agenda shall be discussed except those convened especially for the purpose;
- d) A notice of the Extraordinary General Meeting of the Sports Club and the agenda thereof shall be posted on Sports Association board five clear days beforehand. Such notice and agenda shall be sent to the members of the respective Sports Club;
- e) At the Extraordinary General Meeting of the Sports Club, 20 full members or 15% of the total full members of the respective Sports Club, for which has a greater number, shall be counted as the quorum. Each present full member shall be entitled one vote only.

Article 7 Returning Officer

At least one Councilor of the Sports Council with no interest in the Sports Club who is appointed by the Sports Council Chairman shall act as the Returning Officer of the General Meetings of the Sports Clubs to observe whether the Union Council Standing Orders, the Constitution and the By-laws of Sports Association are followed.

Section VIII CONSTITUTION

Article 1 Amendment

The Constitution shall be amended by a motion carried in any Sports Council meeting. A notice intimating the proposed amendment shall be posted on the Sports Association Notice Boards 5 clear days before that Sports Council meeting;

A motion to amend any part of the Constitution shall be carried only when so agreed to by not less than two-thirds of the voting members present and voting at that Sports Council meeting.

Article 2 Interpretation

The interpretation of this Constitution shall rest with the Sports Council.