

SWIMMING CLUB, HKUSU
CONSTITUTION (amended in March 2003)

SECTION I: DEFINITIONS

For the purposes of this Constitution,

1. "The Club" shall mean Swimming Club, Hong Kong University Students' Union.
2. "Committee" shall mean the Executive Committee of Swimming Club, HKUSU.
3. "University" shall mean The University of Hong Kong.
4. "Union" shall mean The Hong Kong University Students' Union.
5. "SA" shall mean The Hong Kong University Students' Union Sports Association.

SECTION II: GENERAL

Article 1: Name

The name of the Club shall be "Swimming Club, Hong Kong University Students' Union".

Article 2: Purpose

The purpose of the Club shall be to promote interest and skill in swimming amongst the members of the University.

Article 3: Membership

a. Any member of the Union is eligible for joining the Club as a member upon the approval by the Executive Committee of the Club. The Executive Committee of the Club reserves the right to deprive any member of his membership with notice. Full members of the club shall be paying Union members who have duly enrolled.

b. All past members of the Club shall be Associate Members on payment of the prescribed fees.

Article 4: Privileges of Degrees of Membership

1. All members of the Club shall enjoy the following privileges:

- a) To have priority in using all facilities provided by the Club for general use of its members:
- b) To attend functions and activities organized by the Club.

2. All Full Members of the Club shall have the right to attend, participate in and vote at General meetings of the Club but the right to nominate candidates and be nominated for the committee shall be restricted to those who have paid the subscription for their Full Membership in the next Club Session.

Article 5: Affiliation

The Club is directly affiliated to the Union through SA.

Article 6: Club Session

Session of the Club shall commence on the first day after the Annual General Meeting and terminate immediately after the day of the next Annual General Meeting.

SECTION III: THE EXECUTIVE COMMITTEE

Article 1: Functions

The Functions of the Committee shall be:

1. To manage the Club;
2. To represent the Club members in the matters affecting their interest.
3. To promote the sport to all full members of the Union.

Article 2: Composition

The Committee shall consist of the following Honorary Offices:

Chairman

Internal Vice-Chairman

External Vice-Chairman

General Secretary

Financial Secretary

Publication Secretary

Team Captain (Men's) x 2

Team Captain (Ladies') x 2

Article 3: Committee Meetings

1. A Committee Meeting may be held at any time, and shall be convened by the General Secretary acting under instructions from the Chairman.
2. At a Committee Meeting, not less than Half the number of committee members in office shall form the quorum, among whom must be the Chairman and the General Secretary or some other person or persons duly delegated by them.

Article 4: Duties of individual Committee Members

a. The Chairman

The Chairman shall:

1. Be the chief executive;
2. Chair all Committee Meetings;
3. Present an annual report of the activities of the Club during the relevant Club Session at the Annual General Meeting;
4. Sign the minutes of all Committee Meetings after the Committee has adopted them;
5. Convene any Extraordinary General Meeting at the request of the Committee or upon the application signed by not less than 10 Full Members;
6. Appoint any member of the Committee to be the Acting General Secretary in the event of the General Secretary is absence;
7. Jointly sign with the Financial Secretary all the cheques pertaining all financial transactions of the Club.
8. Be the representative of the Club at the Sport Association Council.

b. The Internal Vice-Chairman

The Internal Vice-Chairman shall:

1. Be the Acting Chairman of the Committee in the absence of the Chairman;
2. Assist the Chairman in internal affairs.

c. The External Vice-Chairman

The External Vice-Chairman shall:

1. Assist the Chairman in external affairs.
2. Check the Club's e-mail & to reply all enquiries.
3. Update the Club's webpage

d. The General Secretary

The General Secretary shall:

1. Convene the Annual General Meeting on the instruction of the Committee;
2. Be responsible for the general correspondence of the Club;
3. Record all proceedings of all meetings of the Club, or in his or her absence any member of the Committee subject to the approval of the occupant of the Chair;
4. Prepare all minutes of all Meetings of the Club;

e. The Financial Secretary

The Financial Secretary shall:

1. Keep a full and accurate record of all financial transactions of the Club;
2. Present a full financial report at the end of the Association Session;
3. Jointly sign with the Chairman all cheques pertaining to all financial transactions of the Club.

f. Publication Secretary

The Publication Secretary shall:

1. Be responsible for the publication of the Club;
2. Keep photo records for the Club.

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g. Team Captains (Men's, Ladies')

The Team Captains shall:

1. Be responsible for the co-ordination between the club and the University Team Members.
2. Be the people in charge on matters concerning the University Team Training and Competitions.

Article 5: Minutes

The minutes of all Committee Meetings shall be prepared by the General Secretary and shall be available for inspection at the request of all Full Member of the Association.

Article 6: Termination of Office

1. Any Committee Member wishing to resign shall serve a notice of resignation in writing to the Committee stating the reasons therein, and his resignation shall take effect on the approval of the committee and on such terms as the Committee may deem fit to impose.
2. Where a Committee Member ceases to be a student of the University of Hong Kong his office shall ipso facto fall vacant.
3. 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.

SECTION IV: GENERAL MEETING

Article 1: Authority

The resolution of a General meeting shall possess the highest authority in all matters affecting the Club.

Article 2: Annual General Meeting

1. The Annual General Meeting shall be held between 15th February and 15th March each year.
2. The Annual General Meeting shall be convened by the General Secretary on the instruction of the Committee and presided over by a person appointed by the Committee and whose appointment is duly ratified by a simple majority of those members present and voting at the Annual General Meeting.
3. The Business of the Annual General Meeting shall be:
 - a. To receive and adopt the minutes of the previous Annual General Meeting and all Extraordinary 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 Committees 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.

Article 3: Extraordinary General Meeting

1. The Chairman shall convene an Extraordinary General Meeting at the request of the Committee or upon a requisition signed by not less than 10 Full Members. Any such request or requisition shall specify the objects of the proposed Meeting and no other matter shall be discussed thereat without the consent of at least two-thirds of the Full Members present at the Extraordinary General Meeting.
2. Any Extraordinary General Meeting duly convened shall be presided over by a person appointed by the Committee and whose appointment is duly ratified by those Full Members present and voting at that Extraordinary General Meeting.

Article 4: Notice

Notice of the Annual General Meeting and notice of an Extraordinary General Meeting, together with the agenda thereof, shall be posted at least five clear days in advance. And notice to all members of any General meeting shall be deemed to have been effected on posting of such notice.

Article 5: Quorum

In all General Meetings, not less than 20 Full Members shall form the quorum.

Article 6: Vote of Non-confidence

A vote of non-confidence for infringement of the constitution, neglect of duties, or unbecoming conduct may be moved against any member of the Committee at an Extraordinary General Meeting held especially for this purpose. A vote so passed shall call for the resignation of the person or persons against whom the vote is moved.

Article 7: Returning Officer

At least one councillor 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 Hong Kong University Students' Union Sports Association and Sports Association 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

Nominations for the office bearers of Sport Clubs shall be accepted until but not after forty-eight hours before the Annual General Meeting on forms especially provided for the purpose by the Sport Association. Any nominations received after the stipulated time shall be null and void.

Each nomination shall contain the name of one candidate together with names and signatures of a proposer and a seconder and the candidature for the post as stated therein.

All candidates, proposers, seconders and office-bearers shall be full members of the Club.

Nominations for the office-bearers should be opened and publicized at least one week before the Annual General Meeting.

No candidate may be nominated for more than one post. Any candidate may campaign individually for election.

Article 10: Method of voting

1. The Method of voting shall be by secret ballot and no proxy is allowed.
2. When there is only one candidate for one post, the candidate shall be declared elected ipso facto.
3. 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.
4. When there are more than two candidates for one post, electors shall indicate on their ballot sheets their order of preference of 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.

Article 11: By-election

1. In the event of any vacancies occurring in any Committee post or posts other than that of the Chairman. The Committee shall co-opt a member or members to fill the vacancy or vacancies with the approval of the Extraordinary General Meeting.

SECTION V: CONSTITUTION

Article 1: Alteration and Amendment

Notwithstanding any provision to the contrary, no part of this Constitution shall be altered or amended except at the Annual General Meeting, notice of which shall have been posted at least 5 clear days in advance, intimating specifically the changes proposed.

Article 2: Motions

A motion to alter or amend any part of this Constitution shall be carried only when so agreed to by not less than two-thirds of the members present and voting at the General Meeting.