

Constitution of Table Tennis Club, Hong Kong University Students' Union

Section I General

Article 1 Name

- a. The name of the Club shall be the "Table Tennis Club, Hong Kong University Students' Union (HKUSU)".
- b. "University" shall mean the University of Hong Kong.
- c. "Union" shall mean the Hong Kong University Students' Union.

Article 2 Affiliation

The club shall be affiliated to the Hong Kong University Students' Union through the Hong Kong University Students' Union Sports Association.

Article 3 Membership

Full member of "Table Tennis Club, HKUSU" shall be a full Union member who has duly enrolled and must be registered with the club and paid the membership fees.

Article 4 Aim

The aim of the Club shall be:

- a. To promote table tennis inside the University of Hong Kong.
- b. To represent the Union in external competition.

Article 5 Session

The session of "Table Tennis Club, HKUSU" shall commence on the first day after Annual General Meeting and terminate immediately after the day of the next Annual General Meeting.

Section II Executive Committee

Article 1 Composition

- a. Chairman/Chairlady
- b. Men's Team Captain
- c. Ladies' Team Captain
- d. Financial Secretary
- e. General Secretary
- f. Publications and Publicity Secretary

Article 2 Function

- a. To formulate the policies of “Table Tennis Club, HKUSU” in accordance with its aim.
- b. To carry out the resolutions of the General Meetings.

Article 3 Duties of Individual members

- a. The Chairman/Chairlady shall be the chief executive and shall represent the Club in Hong Kong University Students’ Union Sports Association Council (Here after referred to as the Sports Council).
- b. The Men’s Team Captain shall be the leader of Men’s University Team, be responsible for internal practices and external competitions.
- c. The Lady’s Team Captain shall be the leader of Lady’s University Team, be responsible for internal practices and external competitions.
- d. The Financial Secretary shall be responsible for all matters relating to finance of the Club, draft the Annual Budget and prepare the Annual Financial Report.
- e. The General Secretary shall conduct all general correspondence of the Club, take the minutes of all General meetings and of all Executive Committee Meetings.
- f. The Publications and Publicity Secretary shall be responsible for all matters relating to the publications and the general publicity work of the Club.

Section III General Meeting

Article 1 Annual General Meeting

- a. The Annual General Meeting of the Club will be held during the period of 15th February to 15th March.
- b. Composition: The meetings shall comprise of the full members of the Club.
- c. The business of the Annual General Meeting:
 - To receive and adopt the minutes of the previous Annual General Meeting.
 - To receive and adopt the Annual Report of the outgoing session prepared by the General Secretary.
 - To receive and adopt the Annual Financial Report of the outgoing session prepared by the Financial Secretary.
 - Constitution amendments, if any.
 - To elect the Executive Committees of the Club for the coming session.
 - To formulate the policy of the next session.
 - To elect candidates for “Player of the Year” and the “University Sports Trophies”, if applicable.
 - To elect candidates for the “Olma Sportsman” and the “Olma

Sportswoman” awards, if applicable.

- d. A notice of the Annual General Meeting of the Sports Club. The agenda and a list of club members shall be posted five clear days beforehand. Such notice and agendas shall be sent to members of the Annual General Meeting. And the notice of the Annual General Meeting, the agenda and the list of club members shall be sent to the Sports Council before the Annual General Meeting held.
- e. At the Annual General Meeting of the Club, twenty full members shall form a quorum. Each full member shall be entitled to one vote only.

Article 2 Nomination

- a. Nominations for the office-bearers of the club shall be accepted until but not after forty-eight hours before the Annual General Meeting of the Club.
- b. Nominations for elections shall only be made on forms provided for the purpose by the 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 the Hong Kong University Students’ Union Sports Association (Here after referred to as Sports Association) certifying the date of receipt.
- c. All candidates, proposers, seconders and office-bearers shall be full member of the Club.
- d. Nominations for the office-bearers should be opened and publicized at least one week before the AGM of the Club.

Article 3 Eligibility of Voting Right of Member of the Club at Election

Only full members of the Club shall vote in the General Meeting of the club.

Article 4 Method of Voting

- a. Voting is secret ballot for election.
- b. When there is only one candidate for one post, the candidate shall be declared elected ipso facto.
- c. 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.
- 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 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.

- e. In case there exists a vacancy for the post of Chairman during a term of office, nomination shall be opened and procedure leading to election shall be as in the Annual Election.
- f. In case there exists any vacancy in the Club Committee other than the Chairman during a power to co-opt other full member to fill the vacancy with the approval of the Extraordinary General Meeting.
- g. The resignation of the Club Committee shall be received in the Extraordinary General Meeting.

Article 5 Extraordinary General Meeting

- a. The Extraordinary General Meeting shall be convened by the Chairman at the request of any member of the Club seconded by ten other club members.
- b. Composition: The Meeting shall comprise of the members of the Club.
- c. No other agenda shall be discussed except those convened especially for the purpose.
- d. A notice of the EGM of the Club and the agenda thereof shall be posted on the Sports Association board (All S.A. board) five clear days beforehand. Such notice and agenda shall be sent to the members of the Club.
- e. At the EGM of the Club, twenty full members shall form a quorum. Each full member shall be entitled one vote only.

Article 6 Returning Officer

At least one Councilor with no interest in the club shall act as the Returning Officer of the General Meetings of the Club, to observe whether the Union Council Standing Orders, and the Association Constitution and By-Laws are followed.

Section X Constitution

Article 1 Amendment

The Constitution shall not be amended except by a motion carried at the Annual General Meeting or the Extraordinary General Meeting convened specially for the purpose. A notice intimating the proposed amendment shall be posted at least five clear days before the General Meeting.

Article 2 Interpretation

The interpretation of this Constitution shall rest with the Executive Committee of Table Tennis Club, HKUSU.