

## Section I: General

### 1.1 Name

The full name of this organization shall be “Shaolin Martial Arts Society, HKUSTSU” in English and “香港科技大學學生會實戰少林武術學會”, hereinafter referred to as “the Club”.

The Club shall only be affiliated to HKUSTSU within HKUST.

### 1.2 Goals

The goals of the Club shall be:

- a. To provide a media for the students to know more about Shaolin martial arts.
- b. To foster students’ interest in Shaolin martial arts.
- c. To promote the general welfare and privileges of members.

### 1.3 Official Language

Chinese and English shall be the official languages of the Club and enjoying equal status. Either or both may be used in official meetings, documents and function.

### 1.4 Session

The Session of the Club shall commence immediately after the Annual General Meeting and shall terminate immediately after the next Annual General Meeting.

## Section II: Membership

### 2.1 Full Membership

#### a. Eligibility

Only full members of HKUSTSU shall be eligible to apply for full membership of the Club.

#### b. Privileges

1. To make use of all services and facilities provided by the Club.
2. To be eligible for membership of sub-organizations of the Club.
3. Only Full Member shall have the speaking right in any General Meeting.
4. Only Full Member may vote at General Meetings of the Club and may

vote, nominate, and to be nominated for election and hold office as an office bearer of the Club.

- c. Obligation
  - 1. To follow the Constitution of the Club.
  - 2. To follow the resolution(s) of the General Polling and General Meeting.
  - 3. Pay the annual membership fee.

## **2.2 Associate Membership**

- a. Eligibility

All part-time students and staff of the Hong Kong University of Science and Technology or those with at least one year membership of the Club shall be eligible to apply for Associate Membership.
- b. Privilege
  - 1. To make use of all services and facilities provided by the Club.
  - 2. To be eligible for membership of sub-organizations of the Club.
- c. Obligation
  - 1. To follow the Constitution of the Club.
  - 2. To follow the resolution(s) of the General Polling and General Meeting.
  - 3. Pay the annual membership fee.

## **2.3 Honorary Membership**

- a. Eligibility

Any person recommended by the Executive Committee shall be eligible for Honorary Membership.
- b. Privilege
  - 1. To make use of all services and facilities provided by the Club.
  - 2. To be eligible for membership of sub-organizations of the Club.
- c. Obligation
  - 1. To follow the Constitution of the Club.
  - 2. To follow the resolution(s) of the General Polling and General Meeting.
  - 3. Shall be free from annual membership fee payment.

## **Section III: General Meeting**

### **3.1 Authority**

- a. The resolution(s) of the General Meeting shall possess the highest authority in the Club. The resolution(s) of the General Meeting can be revoked only by a subsequent General Meeting or General Polling.
- b. The resolution(s) of the General Meeting shall be followed by all members of the Club.

### **3.2 General Meeting Regulations**

- a. Chairperson
  - 1. The Chairperson of the Club shall chair the General Meeting.
  - 2. In the absence of the Chairperson, the Vice-Chairperson of the Club shall preside the General Meeting. If the Vice-Chairperson shall be absent, the Executive Committee members present shall elect one of themselves to preside the General Meeting.
  - 3. The Chairperson shall have the casting vote.
  - 4. The Chairperson shall have the right to permit any person who is not a Full Member of the Club to speak in the General Meeting.
- b. Secretary

The General Secretary of the Club shall be responsible for preparing the agenda and minutes of the General Meeting.
- c. Full Members

Only Full Members shall have speaking right, the right to raise motion, to second and to vote in the General Meeting.

### **3.3 Voting**

- a. Any motion, other than the amendments to the Constitution of the Club, shall be recognized only if there is a simple majority (i.e. receiving more than fifty percent of the valid votes – votes collected minus void votes) voting in favor of it.
- b. Any motion on the amendments to the Constitution of the Club shall be recognized only if there is more than two-third majority voting in favor of it.

### **3.4 Annual General Meeting**

- a. Occurrence

An Annual General Meeting chaired by the Chairperson of the previous session shall be held within the first two months in Spring Semester. The Executive Committee Members of the current session and the Chairperson

and the Financial Secretary of the previous session shall attend the Annual General Meeting.

b. Notice

1. The date of an Annual General Meeting shall be decided and announced to public by the Executive Committee at least five days beforehand.
2. The agenda of an Annual General Meeting shall be posted at least five days beforehand.
3. Amendment(s) to the agenda shall be posted at least three days beforehand.
4. No A.O.B. other than those matters listed in the agenda can be discussed in the Annual General Meeting.

c. Quorum.

1. Not less than ten Full Members or ten percent Full Members, of the Club shall form a quorum of an Annual General Meeting.
2. If a quorum is not reached after half an hour of the time scheduled for the commencement of the Annual General Meeting, the meeting shall be adjourned to a day in the following week, and if at that meeting, a quorum is still not reached, all Full Members present there shall form a quorum.

d. Business

The procedure of the Annual General Meeting shall consist of the following:

1. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of the Extraordinary Meeting(s), which may have been held since the previous Annual General Meeting.
2. To receive and adopt the Annual Report of the Executive Committee for the previous session of the Club.
3. To receive and adopt the Financial Secretary's report which shall include an audited balance sheet and other financial statements of the current session of the Club.
4. To discuss and vote for any amendments to the Constitution of the Club, if any.
5. To introduce and inaugurate the Executive Committee members for the coming session.
6. To receive and adopt the annual budget and the year plan of the Executive Committee for the coming session.
7. Any discussion under "Any Other Business" should be stated on the agenda, no other discussion is allowed other than those listed.

### **3.5 Extraordinary General Meeting**

- a. Occurrence
  - 1. The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.
  - 2. An Extraordinary General Meeting shall be convened by the Chairperson of the Club upon a requisition signed by not less than one-fifth Full Members of the Club; such a requisition shall also specify the object(s) of the proposed meeting.
- b. Notice

Notice of an Extraordinary General Meeting, together with the agenda of the Meeting, shall be posted five days beforehand.
- c. Quorum
  - 1. Not less than ten Full Members or ten percent of Full Members of the Club shall form a quorum of an Extraordinary General Meeting.
  - 2. If a quorum is not reached after half an hour of the time scheduled for the commencement of the Extraordinary General Meeting, the meeting shall be adjourned to a day in the following week, and if at that meeting, a quorum is still not reached, all Full Members present there shall form a quorum.
- d. Business

Business not stated on the agenda shall not be discussed in any Extraordinary General Meeting unless the consent of more than one half of the full Members present there is reached.

## **Section IV: General Polling**

### **4.1 Authority**

- a. The resolution(s) of a General Polling shall have the same authority as that of a General Meeting.
- b. The resolution(s) of a General Polling can only be revoked by a subsequent General Meeting or General Meeting.
- c. The resolution(s) of a General Polling shall be followed by all members of the Club.

### **4.2 Occurrence**

- a. A General Polling shall be held and conducted by the Chairperson of the Club upon the request of the Executive Committee.

- b. The Chairperson of the Club shall also conduct a General Polling if it is requested by not less than ten Full Members of the Club.

#### **4.3 Notice**

Notice of a General Polling and the motion(s) to be voted shall be posted at least five days beforehand.

#### **4.4 Voting**

- a. A secret ballot shall be adopted.
- b. Only Full Members of the Club shall possess the right to vote.
- c. Voting shall take place at polling station(s) which shall be open for at least six hours on the day of polling.
- d. Counting of votes shall be finished within forty-eight hours after the closure of voting and a provisional result shall be announced within this period. If no complaints are received, the provisional result shall then be declared to be an official result.
- e. Any complaint shall be made in writing within forty-eight hours after the announcement of the provisional result.
- f. The Executive Committee shall call for a meeting within seven days after the announcement of the provisional result to decide whether the complaint(s) received is/are to be acceptable.
- g. Any decision made shall be announced immediately by the Executive Committee after all the complaint(s) has/have been settled.
- h. Before the complaint(s) is/are settled, the provisional result shall not be regarded as the official result.
- i. The result of a General Polling shall be regarded as valid, provided that the number of votes cast is not less than ten percent of Full Members of the Club.

#### **4.5 Returning Officer**

The Executive Committee shall invite at least 5 members consists of both executive committee members and other full member(s) to act as the Returning Officers.

## **Section V: Executive Committee**

### **5.1 Composition of Executive Committee**

The Executive Committee shall consist of at least 4 members of the following positions:

- a. Chairperson
- b. Vice-Chairperson
- c. General Secretary
- d. Financial Secretary

And the Executive Committee could be comprised of the following positions if necessary:

- e. Publication Secretary
- f. Recreation Secretary
- g. Promotion Secretary
- h. Public Relations Secretary
- i. Internal Relations Secretary
- j. Marketing Officer
- k. Social Secretary

## **5.2 Authorities and Responsibilities**

The Executive Committee:

- a. Shall represent the Club in all matters.
- b. Shall have the right to appoint Sub-Committee(s) of the Executive Committee whenever deemed necessary.
- c. Shall have the right to interpret the Constitution of the Club.
- d. Shall have the right to repudiate members if they disobey the obligations of members.
- e. Shall achieve the objectives of the Club.
- f. Shall implement of resolution(s) of the General Polling and General Meeting.
- g. Except the President, the Vice-President(s) and the Financial Secretary, shall have the right to take more then one positions in the Club.

## **5.3 Duties of Individual members of Executive Committee**

- a. The Chairperson shall be responsible for:
  - 1. Being a chief executive of the Club.
  - 2. Representing the Executive Committee in all affairs.
  - 3. Residing at all meetings of the Club.
- b. The Vice-Chairperson shall be responsible for:
  - 1. Assisting the Chairperson in all affairs of the Club.
  - 2. Acting as ex-office Chairperson in the absence of the Chairperson.

- c. The General Secretary shall be responsible for:
  - 1. Keeping all records, except the financial reports, of the Club.
  - 2. Taking minutes of all General Meetings and Executive Committee meetings of the Club.
  - 3. Preparing the agenda of all General Meetings and Executive Committee meetings.
- d. The Financial Secretary shall be responsible for all financial matters of the Club.
- e. The Publication Secretary shall be responsible for preparing the publication of the Club.
- f. The Recreation Secretary shall be responsible for organizing recreational activities of the Club.
- g. The Promotion Secretary shall be responsible for promoting the activities organized by the Club.
- h. The Public Relations Secretary shall be responsible for:
  - 1. Handling complaints and suggestions raised by the member(s) of the Club.
  - 2. Improving the relations with the public.
- i. The internal Relations Secretary shall be responsible for
  - 1. Promoting the internal cooperation of the Executive Committee.
  - 2. Informing other Executive Committee members of the important information concerning the Club.
- j. The Marketing Officer shall be responsible for organizing the marketing activities of the Club.
- k. The Social Secretary shall be responsible for handling social affairs of the Club.

#### **5.4 Sub-Committee**

- a. The Executive Committee shall have the authority to appoint or approve members of any Sub-Committee.
- b. the Executive Committee shall have the authority to delegate power to a Sub-Committee for any purpose.

#### **5.5 Session of Executive Committee**

The session of an Executive Committee shall commence at an Annual General Meeting and cease at the coming Annual General Meeting.

#### **5.6 Executive Committee Meeting**



- a. The Executive Committee shall meet at least two times in each semester and at other times as it seems necessary.
- b. The Executive Committee meeting shall be convened by the Chairperson or in his/her absence by the Vice-Chairperson. If the Vice-Chairperson shall be absent, the Executive Committee members present shall elect one of themselves to preside as the Chairperson.
- c. Each Executive Committee Member shall be given one vote. If there is an equal number of vote, the Chairperson shall have a casting vote.
- d. Half of the Executive Committee members shall form the quorum of the meeting.

### **5.7 Resignation of the Executive Committee Member**

- a. Any executive Committee member who wishes to resign shall inform all other Executive Committee members and write a signed letter at least fourteen days before the effective date of resignation. A public notice concerning the resignation shall also be posted.
- b. Any Executive Committee member, having committed any infringement of the Constitution of the Club, used the name of the Club in illegal or corrupt acts, or been found negligent for his/her duties, may be requested by the Executive Committee to resign at an Extraordinary General Meeting.
- c. Should the Chairperson resign, an Extraordinary General Meeting shall be convened by the Vice-Chairperson to elect a new Chairperson among the Executive Committee members.
- d. A vacancy in the executive Committee, other than that of the Chairperson, can be filled by any Full Member of the Club appointed by the Executive Committee.

### **5.8 Dissolution of Executive Committee**

- a. The Executive Committee shall have to be dissolved if:
  - 1. The Chairperson and the Vice-Chairperson resign from office at the same time, or
  - 2. More than three Executive Committee members resign from office at the same time.
- b. An Extraordinary General Meeting shall be convened by any remaining Executive Committee member of the Club to discuss the follow-up arrangements.
- c. Should re-election be held it shall follow the same rules and regulations in Section VI.

## **Section VI: Election**

### **6.1 Purpose**

The purpose of the Election is to elect the Executive Committee for the following session.

### **6.2 Notice**

Public notice of the election should be made at least 7 days beforehand.

### **6.3 Election Board**

- a. The Executive Committee shall be responsible for the formation for the Election Board.
- b. Full Members who are nominated candidates of the Club shall not be the members of the Election Board.
- c. The Executive Committee shall invite at least 5 members consists of both executive committee members and other full member(s) to act as Returning Officer (except the 1<sup>st</sup> year).
- d. Duties of the Election Board
  1. To conduct all the activities concerning the Election, which include counting the ballots, announcing the results of the election and accepting or rejecting any complaint.
  2. To examine the eligibility of candidates and to approve or disapprove the application of candidates within three days after receiving their applications.
  3. To explain the Election Regulations and Rules in accordance with the Constitution.

### **6.4 Nomination**

- a. Nominations shall be in form of cabinets.
- b. Each cabinet shall compose of at least four candidates. The permission vacancies do not include the following posts:
  1. The Chairperson.
  2. The Vice-Chairperson.
  3. The General Secretary.
  4. The Financial Secretary.
- c. Each cabinet shall have a name.
- d. No candidate can be nominated for more than one post.

- e. The cabinet shall submit their nomination in the prescribed form before the closure of the nomination period. Each cabinet must be seconded by at least one Full Member who does not belong to the cabinet he/she nominates of the Club. Each form submitted shall contain the name of the cabinet, the student number of each candidate and its respective seconder and the respective signature of the seconder.
- f. Nomination of candidates for the posts open for election may be made from the day of announcement of the election date to the day which is seven days before the date of the election.
- g. The maximum expenses allowed for each cabinet for promotion purpose is \$3000.

## **6.5 Voting**

- a. Only Full Members of the Club shall possess the right to vote.
- b. A secret ballot shall be adopted in the Election.
- c. Voting shall take place at polling station(s) which shall be open for at least six hours on the day of polling.
- d. Counting of votes shall be finished within forty-eight hours after the closure of voting and a provisional result shall be announced within this period. If no complaints are received, the provisional result shall then be declared to be an official result.
- e. Any complaint shall be made in writing within forty-eight hours after the announcement of the provisional result.
- f. The Election Board shall call for a meeting within seven days after the announcement of the provisional result to decide whether the complaint(s) received is/are to be acceptable.
- g. Before the complaint(s) is/are settled, the provisional result shall not be regarded as the official result.
- h. The result of a Election shall be regarded as valid, provided that the number of votes cast is not less than ten percent of Full Members of the Club.
- i. In case of two or more cabinets, the cabinet with the highest vote shall be elected into office.
- j. In case of one cabinet, the cabinet is successful upon receiving more than fifty percent majority of the confidence votes (votes refer to all votes collected minus void votes).
- k. An abstained vote is a vote that does not indicate confidence or non-confidence to the cabinet. An abstained vote will not be counted as “for” or “against” the cabinet.

## **6.6 Follow-up**

- a. Conditions under which Follow-up arrangements shall be made:
  1. In case of misconduct of any proposed candidate of the cabinet, or
  2. In case of one cabinet, the cabinet is unsuccessful upon receiving the confidence votes not more than the non-confidence votes, or
  3. No nomination of the cabinet during the nomination period.
- b. An Extraordinary General Meeting shall then be convened by the Chairperson of the Club to discuss the follow-up arrangement.
- c. Should re-election be held, it shall follow the same rules and regulations in this section.

## **Section VII: Finance**

### **7.1 Financial Year**

The Financial period shall follow the Session of the Club.

### **7.2 Budget**

- a. At the beginning of each financial period, a financial budget shall be prepared and presented by the Financial Secretary in the Annual General Meeting for adoption.
- b. The budget proposed shall include the revision of the membership, if any.

### **7.3 Financial Report**

At the end of each financial period, a financial report including an audited balance sheet and other financial statements shall be prepared and presented by the Financial Secretary in the following Annual General Meeting for adoption.

### **7.4 Membership Fee**

All membership fee once received shall not be refundable.

### **7.5 Honorary Auditor**

An Honorary Auditor of the Club shall be invited by the Executive Committee. The Honorary Auditor shall audit the balance sheet and other financial statements of the Club and will be eligible for re-appointed.

### **7.6 Auditing**

The Financial Secretary of the Club shall submit the Financial Report to the

Honorary Auditor at least seven days before the Annual General Meeting for auditing purpose.

**7.7 Loan**

The Club shall not apply or accept any loans outside Students' Union, HKUST.

**Section VIII: Constitution**

**8.1 Amendment**

The Constitution shall not be amended except by a motion carried at a General Meeting or General Polling. Notice of the proposed amendments shall be posted three days before the General Meeting or General Polling.

**8.2 Interpretation**

The interpretation of this Constitution shall rest with the Executive Committee of the Club unless revoked by a motion carried in a General Meeting or General Polling.

**Section XI: Dissolution of the Club**

**9.1 Dissolution**

The Club may only be dissolved by a resolution passed by more than seventy-five percent of the Full Members present at a General Meeting or more than seventy-five percent of valid votes supporting the dissolution at a General Polling. Upon dissolution, the Executive Committee is required to announce a full report stating clearly the current financial position of the Club within thirty days. An Extraordinary General Meeting shall be convened to discuss the arrangement of the remaining net assets, if any.