

TRAVELLING CLUB CityUHKSU CONSTITUTION

CH.1 NAME

- 1.1 The name of the organization shall be 'Travelling Club, City University of Hong Kong Students' Union' which shall be an organization affiliated to the City University of Hong Kong Students' Union with its address at 'Mailbox 263, City University of Hong Kong, 83, Tat Chee Avenue, Kowloon'. The name is Chinese is '香港城市大學學生會旅學會'.

CH.2 GENERAL

- 2.1 The Club is a non-profit making society.
- 2.2 The Club is organized by a group of full-time students in the City University of Hong Kong in order to promote sightseeing and traveling (including hiking, camping, launch, orienteering, ...etc.).
- 2.3 The official languages of the Club can be English and Chinese.

CH.3 AIMS

- 3.1 To provide trips and traveling activities as mentioned in 2.2 to the students of the City University of Hong Kong.
- 3.2 To provide courses relevant to traveling to members.

CH.4 MEMBERSHIP

- 4.1 A full-time student of the City University of Hong Kong interested in traveling and is willing to abide by the Constitution of the Club may apply for membership of the Club.
- 4.2 Application for membership
- 4.2.1 The applicant should hand—in the application from together with the appropriate fee
- 4.2.2 The Executive committee of the Club reserves the rights to accept or reject any application.
- 4.2.3 Successful applicants will be issued a membership card.
- 4.2.4 Membership year is from the starting to the end of that academic year.
- 4.3 Rights of Member
- 4.3.1 To join all the training courses organized by the Club.
- 4.3.2 To join all other activities organized by the Club.
- 4.3.3 To enjoy all the recreation and welfare provided by the Club.
- 4.3.4 To have the rights of election and the rights of being elected.
- 4.3.5 To have the rights of propose, second and vote in all affairs of the Club.
- 4.4 Termination of the membership
- 4.4.1 Any member convicted of criminal offences shall have his/her membership terminated immediately by the Executive Committee.
- 4.4.2 Any member who infringes the Constitution of the Club shall have his/her membership terminated under the discretion of the Executive Committee.
- 4.4.3 Any member purports to be representing the Club without prior authorization of the Executive Committee shall have his/her membership terminated under the discretion of the Executive Committee.
- 4.4.4 The membership of any member shall be terminated upon arrears of membership fee.



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4.5 Membership Fee

- 4.5.1 All new members will be required to pay an annual member fee of HK\$35.
- 4.5.2 Membership fee of the old members is HK\$30.
- 4.5.3 Replacement of membership card will require a charge of HK\$5.

CH.5 FINANCE

- 5.1 The financial year should be from 1st January to 31st December.
- 5.2 Sources of fund are from the membership fee as stated under 4.5 and other subsidies available (e.g. Hand Seng Activities Fund, Director Fund, ...etc.).

CH.6 GENERAL MEEING

6.1 Annual General Meeting

- 6.1.1 The Chairman of the Club will chair the Annual General Meeting.
- 6.1.2 All members will be notified of the Meeting (Agenda, time, place) through posters three days before.
- 6.1.3 The Chairman of the Club chairs the Annual General Meeting Will.
- 6.1.4 The quorum is one fifth of the current members. If the quorum cannot be formed after 30 minutes, the meeting will be adjourned and will be held again within December.
- 6.1.5 All members will be notified of the adjourned meeting one week before the Meeting.
- 6.1.6 The adjourned meeting will considered as having formed the quorum no matter the number of participants, and any motions adopted therein will be legitimate.
- 6.1.7 The following affairs will be discussed in the Annual General Meeting:
 - a. To adopt the Annual Report
 - b. To consider and adopt the Financial Report
 - c. To amend the Constitution, if required
 - d. To discuss the general affairs of the Club
 - e. To hear any complaints against the Executive Committee
- 6.1.8 The adopting of motions
 - a. Any motion can be adopted by at least half of the members attending the Meeting.
 - b. Any amendment of the Constitution will be affected by at least three quarters of the members or Executive Committee attending the Annual General Meeting or Extraordinary General Meeting Voting for it.

6.2 Extraordinary General Meeting

- 6.2.1 The Chairman of the Club can call the Extraordinary General Meeting if the Executive Committee considers it necessary.
- 6.2.2 If there is petition from at least one fifth of current members, the Extraordinary General Meeting will be called by the Chairman of the Club.
- 6.2.3 The Chairman of the Club will chair the Extraordinary General Meeting.
- 6.2.4 All members will be notified of the date, time, place and agenda through posters on the notice board at least one week before the Extraordinary General Meeting.
- 6.2.5 The quorum of the Extraordinary General Meeting is one fifth of current members.
- 6.2.6 If the quorum cannot be formed after 30 minutes, the Meeting will be cancelled.



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- 6.2.7 Any motion proposed will be adopted if three quarters of the members attending vote for it.
- 6.2.8 Any other business not on the agenda will not be discussed in the Extraordinary General Meeting.

CH.7 GENERAL POLLING

- 7.1 The votes of General Polling of the Club will possess the same authority as if a General Meeting. The resolution if a General Polling can only be revoked by a subsequent General Meeting or General Polling.
- 7.2 General Polling should be held if the Executive Committee considers it necessary.
- 7.3 All members will be notified of the date, time, place and business through posters on the notice board at least one week before the General Polling.
- 7.4 General Polling is valid upon receiving valid notes of not less than one tenth of the full member.

CH.8 EXECUTIVE COMMITTEE

- 8.1 The Executive Committee is responsible for the running of the Club according to the Constitution
- 8.2 Membership of the Executive Committee
- 8.2.1 Chairman — 1 person
The Chairman of the Club is representing the Club and the Executive Committee in all affairs. The Chairman of the Club is responsible for chairing any meeting of the Club or the Executive Committee.
- 8.2.2 Vice-Chairman — 1 to 2 persons
The vice-Chairman assists the Chairman all affairs. In the absence of the Chairman, the Vice-chairman will be the acting Chairman and carries out the duty of the Chairman.
- 8.2.3 Financial Secretary — 1 person
The Financial Secretary is in charge of all financial affairs of the Club.
- 8.2.4 Administrative Secretary — 1 person
The Administrative Secretary is in charge of liaison with all members and other relating organizations.
- 8.2.5 Promotion Secretaries — 1 to 2 persons
The Promotion Secretaries are in charge of promotion of the Club.
- 8.2.6 Information Secretaries — 1 to 2 persons
The Information Secretaries are mainly in charge of collecting information about travelling.
- 8.2.7 Publication Secretaries — 1 to 2 persons
The Publication Secretary is in charge of matters about publication of the Club.
- 8.2.8 Equipment Secretary — 1 to 2 persons
The Equipment Secretary is in charge of all equipment of the Club.
- 8.2.9 Welfare Secretary — 1 person
The Welfare Secretary is in charge of all welfare of the Club.
- 8.2.10 Sub-Committee — no limitation
The sub-committee is mainly the assistance of the Executive Committee. Their duty and responsibility are presumed as a member of the Executive Committee. They will not take part in the Extraordinary General Meeting unless the Chairman invites them. However, they do not have any voting right during the meeting.



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- 8.3 The requirement of being a member of the Executive Committee
- a. Should be a current member of the Club.
 - b. Should not be a final year student.
- 8.4 The changeover of the Executive Committee will be completed by 1st January of the following year after the announcement of the results of the election of the new Executive Committee at the Annual General Meeting.

CH.9 ELECTION

- 9.1 The election will be held once every year in the General Polling.
- 9.2 The Chairman of the Club will appoint 3 members of the Club form the Election Committee at least 1 month before the election. The members of the Election Committee cannot be one of the candidates of the election.
- 9.3 Duty of the Election Committee
- 9.3.1 To register and check the eligibility of the proposer, seconder and proposed candidates.
 - 9.3.2 To issue votes to all members at the election.
 - 9.3.3 To count and check all the votes.
 - 9.3.4 To announce the results of the election.
- 9.4 The Executive Committee will invite non-members to monitor the election.
- 9.5 Members can nominate a set number of candidates (number set by the Executive Committee) with the agreement of a seconder. The requirements of candidate are stated as mentioned in 8.3.
- 9.6 The quorum is one tenth of current members.
- 9.7 The votes must be cast the election.
- 9.8 The members that attract the largest number of votes will form the Executive Committee.

CH.10 AMENDMENT OF CONSTITUTION

- 10.1 If two-third of the members of the Executive Committee or one-fifth of the current members of the Club propose to amend the constitution and is supported by written proposal bearing signatures of the members mentioned above, the proposal to amend the Constitution can be proceeded in the Annual General Meeting or the Extraordinary General Meeting or the General Polling.

CH.11 DISSOLUTION

- 11.1 The Club will be voluntarily dissolved if half or more of the members, including the Executive Committee members, agreed in the Extraordinary General Meeting.
- 11.2 The Club's assets and other affairs after dissolution will be handed over to the City University of Hong Kong Students' Union.

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