

## Constitution of the University Sports Federation of Hong Kong, China

(Revised in 25 July 2008)

### 1. NAME

The official name of the Federation shall be “The University Sports Federation of Hong Kong, China” (which shall be hereinafter referred to as the “Federation”).

### 2. AIMS

The objectives of the Federation are to organize sport competitions; to cultivate and promote sportsmanship and active participation among tertiary institutions; and to promote academic standards among physical educators by providing professional activities for member institutions.

### 3. ADDRESS

The office of the Federation shall be situated in Hong Kong and for the time being it shall be situated at Room 1013, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong.

### 4. MEMBERSHIP

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Any tertiary institution in Hong Kong committed to the aims of the Federation. This commitment must be demonstrated by employment of full-time physical education staff and membership is subject to the approval of the Council.

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### 5. SUBSCRIPTION

#### (a) Membership Fee

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Each member shall pay an annual membership fee. The amount will be decided at the Annual General Meeting prior to the last day of August each year. This subscription shall be valid for 12 months from September through August of the following year.

#### (b) Competition Entry Fees

Entry fees for any competition must be paid in full prior to the competition date as prescribed by the Council. Members who fail to pay the entry fees will not be allowed to compete in that competition. The fees for each competition will be determined by the Council.

### 6. STRUCTURE

The Federation shall have a Council, an Executive Committee, an University Games Committee and Sub-Committees.

**(A) The Council**

- (a) The highest ranking full time professional PE staff of each member institution shall ipsofacto be member of the Council.

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- (b) The Vice Chancellor/President/Principal of the member institutions shall be invited to serve as the President of the Federation on a rotational basis. The Council shall have the discretion to invite any person and advisor.

- (c) The main duties of the Council shall be:

- i. To formulate policy.
- ii. To approve membership.
- iii. To revise the constitution.
- iv. To receive the annual report and financial statement.
- v. To ensure the attainment of the objectives of the Federation.
- vi. To appoint the Chairman of Executive Committee, University Games Committee and Academic Development Committee.
- vii. To invite Honorary Presidents, President and Advisors.

- (d) The Council may be convened by the Chairman at the request of no less than one third of the total members for the dispatch of business. It may adjourn and otherwise regulate meetings as it thinks fit. Until otherwise determined two members of the Council shall constitute a quorum. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes, the Chairman shall have a second or casting vote.

- (e) The Chairman and the Council Secretary shall be elected annually at the Annual General Meeting and shall retire from office at the next Annual General Meeting but shall be eligible for re-election.

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**(B) Executive Committee**

The local competitions/events and related matters of the Federation shall be managed by the Executive Committee. Each member institution shall appoint a full-time Physical Education staff member or sport professional to serve on the Executive Committee. The Chairman and office bearers of the Executive Committee shall hold office for a term of 2 years but shall be eligible for re-election.

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(a) **Chairman**

The Chairman of the Executive Committee shall be appointed by the Council Chairman. The Chairman shall coordinate daily activities of the Federation; act as the representative of the Federation in all its external and internal matters; and carry all decisions which are passed by the Council.

(b) **Secretary**

The Secretary shall be responsible for the handling of all the Federation's correspondence and the keeping of all records and minutes of meetings.

(c) **Treasurer**

The Treasurer shall be responsible for budget planning and management of the account of the Executive Committee.

(d) **Internal Auditor**

The Internal Auditor shall be responsible for the checking of the accounts of the Federation.

(e) **Convenor**

A Convenor for every competition/event shall be appointed by the Executive Committee. Each Convenor shall be responsible for the planning and efficient running of that competition/event.

(f) **Public Relations Officer**

The Public Relations Officer shall be responsible for the preparation of press releases and other public relation on matters concerning the Federation.

(g) **Resource Officer**

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''''''''The Resource Officer shall be responsible for the stock keeping of the resources of the Federation.

(h) **Meetings**

The Executive Committee shall meet once every month or more often as the Chairman may determine. The quorum shall consist of not less than one half of members.

(i) **Regulations**

The Executive Committee shall reserve all rights to amend any regulations pertaining to all competitions.

(C) **University Games Committee**

The core business of the University Games Committee is to formulate policy, solicit funding, and co-ordinate participation in various non-local University Games and Championships (mainly organized by International University Sports Federation, Asian University Sports Federation and Federation of University Sports of China).

The Committee shall be responsible for appointment and/or selection of team officials and athletes to represent the Federation in various university competitions under the name of “Hong Kong, China” or “Hong Kong”.

Members of the Committee shall hold office for a term of two years but shall be eligible for re-appointment. Number of members (including Chairman and Secretary) shall not more than seven, but shall not less than five.

(a) **Chairman**

The Chairman of the University Games Committee shall be appointed by the Council Chairman. The Chairman shall coordinate activities of competitions/events between overseas and Hong Kong and hold the meetings.

(b) **Secretary**

The Secretary of the University Games Committee shall be appointed by the Chairman of the Committee. The Secretary shall be responsible for handling of all the Committee’s correspondence, minutes of meeting and preparation of reports.

(c) **Member**

Members of the University Games Committee shall be appointed by the Chairman of the Committee. Members shall be responsible for planning and efficient running of all matters related to the University Games Committee.

**(d) Resource Officer**

The Council Chairman and Executive Committee Chairman of the Federation are invited as Resource Officer for the University Games Committee. Resource Officer of the Committee are expected to advise the Committee in soliciting funding, promoting participation, enhancing athletes' performance and all matters related to operation enhancement.

**(e) Meetings**

The University Games Committee shall meet once every month or more often as the Chairman deem necessary. The quorum shall consist of not less than one half of members.

**(D) Sub-Committees**

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The Council Chairman may appoint Sub-Committees for such purpose as may be deemed advisable.

**7. GENERAL MEETINGS**

The Federation shall in each year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year, and shall specify the meeting as such in the meeting calling it; and not more than fifteen months shall elapse between the date of one Annual General Meeting of the Federation and that of the next one. The Annual General Meeting shall be held at such time and place as the Council shall appoint and not later than the 31st day of August in each year.

All General Meetings other than the Annual General Meeting shall be called Extraordinary General Meetings. All General Meetings shall be called by 14 days' notice in writing by the Council Chairman at the request of no less than one third of the members and one half of the members of the Federation shall constitute a quorum. The Council may, whenever they think fit, convene an Extraordinary General Meeting, and Extraordinary General Meetings shall also be convened on the requisition of not less than one-third of members. If at any time there are not within the Special Administrative Region sufficient members of the Council capable of acting to form a quorum, any member of the Council or any two members of the Federation may convene an Extraordinary General Meeting in the same manner as nearly as possible as that in which meetings may be convened by the Council.

If within half an hour of the time appointed for the meeting, a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case, it will be adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.

**8. ELIGIBILITY OF STUDENT PARTICIPANTS**

- (a) All full-time postgraduate and undergraduate/associate degree/higher diploma/diploma/teacher's certificate or equivalent students of member institutions are eligible to compete in the Federation's competitions. No student shall have more than 5 years of playing eligibility.
- (b) The Council shall reserve all rights on determining a student's eligibility to compete in the Federation's competitions.

**9. COMPETITION APPEAL BOARD**

- (a) Any appeal must be in writing and shall be submitted to the convenor of that competition within 72 hours of the incident (excluding Saturday, Sunday and public holidays).
- (b) An appeal fee of \$1,000 together with a letter setting out the grounds of appeal must be submitted before the appeal can be considered. The \$1,000 shall be refunded should the decision be in the favour of the appellant.
- (c) An appeal shall be heard within 14 days after it has been received in writing.
- (d) Notice of appeal must be signed either by Council Members or Executive Committee members of the institutions making the appeal.  
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- (e) A minimum of 3 members of the Appeal Board shall be appointed by the Council.
- (f) The decision of the Appeal Board shall be final.

**10. DISCIPLINARY MATTERS**

- (a) The Disciplinary Board, appointed by the Council, shall be in charge of all disciplinary matters.
- (b) Violation of Federation's Rules and Regulations could lead to a temporary or indefinite suspension of member institutions.

- (c) Convenors for competitions shall report to the Disciplinary Board any infraction of rules within 7 days of the incident. The Council Chairman shall consider this report within the following 7 days.
- 11.** All Council Members shall be equally responsible for the debt of the Federation with a limit of \$50.00 per member.
- 12.** A two-thirds majority vote of the Council shall be needed to dissolve the Federation. Upon dissolution, any equity and assets of the Federation shall be given to charity.
- 13. APPENDIX**
- (a) All competitions shall adopt the most recent international rules and regulations.
  - (b) The Council Secretary shall be informed of the names of the representatives, 14 days prior to the Annual General Meeting.
  - (c) Revision of the Constitution may be made by the Council.
  - (d) A revised Constitution upon approval of the Council shall take effect immediately.