

# **Hong Kong Scrabble Players Association Constitution**

**24<sup>th</sup> October, 2015**

## **Article 1 Association**

- a. The name of the organisation shall be Hong Kong Scrabble Players Association (“the Association”).
- b. The Association shall be a non-profit organisation registered under the Societies Ordinance (Cap. 151) of Hong Kong Legislation.
- c. The Association shall be a Member of the World English-language Scrabble Players Association (“WESPA”).
- d. The official written language shall be English.
- e. The official working language shall be English and Cantonese in its oral form.

## **Article 2 Objectives**

The Objectives of the Association shall be:

- promoting Scrabble in Hong Kong,
- connecting Scrabble players from various backgrounds,
- uniting local forces of organising Scrabble-oriented activities, and
- representing Hong Kong in international events.

## **Article 3 Membership**

### **Article 3(a) Eligibility**

1. Student Membership shall be open to all full-time Hong Kong primary school students, all full-time Hong Kong secondary school students and all full-time Hong Kong post-secondary students.
2. General Membership shall be open to Hong Kong residents who are 18 years old or above and ineligible for Student Membership.
3. School Membership shall be open to all Hong Kong primary and secondary schools.
4. An “Individual Member” shall refer to either a Student Member or a General Member.
5. Membership is valid after the receipt of relevant application documents and the payment of the prescribed periodic fee, if any.
6. The Association shall reserve the right to refuse Membership to an applicant and to terminate membership of an existing Member, should such membership be deemed to be detrimental to the objectives and activities of the Association.

### **Article 3(b) Privileges and Obligations**

1. All Members shall receive priority notification of events of the Association.
2. School Members shall enjoy priority access to selected events of the Association.
3. All Members shall abide by the Constitution of the Association.

### **Article 4 Session**

The Session of the Association shall commence on the first day of September and terminate on the last day of August in the next year.

### **Article 5 Authority**

- a. The supreme authority of the Association shall rest with the directions of the General Meeting.
- b. When the General Meeting is not in session, the Main Committee shall possess the authority of the Association.

### **Article 6 General Meetings**

- a. The General Meeting shall be called by the President or upon the request of at least one-tenth of all Individual Members. Notice shall be given fourteen (14) days before the Meeting.
- b. One-tenth of all Individual Members shall form the quorum.
- c. Each School Member may send one (1) School Representative to the General Meeting. School Representatives have no voting rights.
- d. An Annual General Meeting shall be held within sixty (60) days after the commencement of each Session. The Main Committee and the Student Committee of the previous Session shall each present an annual report to the Annual General Meeting.
- e. Decisions shall be based on simple majority. Each Individual Member shall have one (1) vote.

## **Article 7 Main Committee**

- a. The Main Committee shall consist of:
  - one (1) President,
  - one (1) Vice-President,
  - one (1) Treasurer,
  - one (1) Secretary,
  - one (1) WESPA Liaison Officer,
  - one (1) Tournaments and Ratings Officer,
  - one (1) Marketing Officer, and
  - one (1) Student Representative.
- b. The Main Committee shall be responsible for:
  - making decisions related to the public image of the Association;  
and
  - carry out the Objectives of the Association.
- c. Duties
  - The President shall
    - chair all Main Committee Meetings, and
    - represent the Association.
  - The Vice-President shall assist the President in his/her duties.
  - The Treasurer shall manage the finance of the Main Committee.
  - The WESPA Liaison Officer shall be responsible for all contacts with WESPA.
  - The Tournament Officer shall
    - manage the ratings published by the Association, and
    - formulate the rules of Scrabble events organised by the Association.
- d. The Student Representative shall be a Student Committee member nominated by the Student Committee.
- e. The Main Committee may set up committees accountable to the Main Committee as deemed necessary.
- f. The Main Committee shall be the only office-bearers of the Association.

## **Article 8 Student Committee**

- a. The Student Committee shall consist of:
  - one (1) Chairperson,
  - one (1) Vice-Chairperson,
  - one (1) Secretary,
  - one (1) Financial Secretary,
  - one (1) Publications Secretary,
  - one (1) Public Relations Secretary,

- one (1) Human Resources Secretary, and
  - four (4) General Secretaries.
- b. The Student Committee shall
- follow the orders of the Main Committee, and
  - carry out the Objectives of the Association with respect to only students in Hong Kong.
- c. The Student Committee may set up sub-groups accountable to the Student Committee as deemed necessary.

## **Article 9 Elections**

### **Article 9(a) Annual Election**

- The purpose of the Annual Election shall be to annually elect the Main Committee (except Student Representative) for the next Session.
- The Annual Election shall be completed seven (7) days before the commencement of the next Session.

### **Article 9(b) By-Election**

- In the event of a vacancy in the Main Committee (except Student Representative), a By-Election shall be held.

### **Article 9(c) Election Commission**

- An Election Commission shall be established and appointed by the Main Committee to conduct all business pertaining to the respective Annual Election or By-Election.
- Members of the Election Commission shall not be eligible to stand for the election.

### **Article 9(d) Eligibility**

- An Individual Member shall be eligible to stand for a Main Committee position (except Student Representative), if he is nominated by two (2) other Individual Members.

### **Article 9(e) Nomination**

- The nomination period shall be at least seven (7) days.
- The nomination period shall be announced to all Members before the commencement of the period.
- Nomination shall only be made on forms provided for purpose.
- The Election Commission shall scrutinise every nomination paper and announce of the names of the candidates within two days after the end of the nomination period.

### **Article 9(f) Voting**

- Election shall be by polling conducted on the Election Day.
- The Election Day shall be decided by the Election Commission and announced at least seven (7) days before the Election Day.

- Voting shall be by secret ballot.
- Each Individual Member shall have one (1) vote.
- A polling shall be valid only if the number of valid votes is at least one-third the number of Individual Members.
- When the number of candidates is less than or equal to the number of vacancies of the post, electors shall vote for or against the candidate(s), or abstain. A candidate shall be declared elected provided:
  - the candidate has secured a number of votes for him/her greater than the number of votes against him/her, and
  - the candidate has secured the aggregate number of votes for and against exceeding the number of abstain votes.
- In the event of a tie, subsequent poll(s) shall be held between the candidates who have tied. The poll(s) shall be held on the same or a newly decided Election Day as deemed appropriate by the Election Commission.
- Complaints on an election shall be raised within two (2) days after the declaration of the election result. Any such complaint shall be signed by the complainant.

## **Article 10 Committee Meetings**

- Committee Meetings shall be called by the President or Chairperson of the respective Committee, or upon a request of at least one-third of the respective Committee members. Notice shall be given three (3) days prior to the meeting.
- The quorum of Main Committee Meetings shall be the number of Main Committee members less one (1).
- The quorum of Student Committee Meetings shall be half of all Student Committee members.
- A Main Committee Meeting and a Student Committee Meeting shall be held at least once every three (3) months.
- Decisions shall be by simple majority. Each Committee member shall have one (1) vote.

## **Article 11 Discipline**

### **Article 11(a) Resignation**

- A Committee member may, at any time, resign as a Committee member by submitting a written notice to the respective Committee. The resignation shall take resignation seven (7) days after.
- Should the post of a President or Chairperson become vacant, the Vice-President or Vice-Chairperson shall succeed as the Acting President or the Acting Chairperson until a new President or Chairperson is elected.

### **Article 11(b) Vote of No-confidence**

- A Vote of No-confidence for infringement of the Constitution, negligence of duties or unbecoming conduct may be moved against any Committee member position at a General Meeting.
- Such Vote of No-confidence shall be the only mechanism for the removal of a Committee member from his position(s).

### **Article 12 Finance**

- a. The source of the Association's finance shall come from membership fees, application fees, donations and sponsors.
- b. The income of the Association shall be used solely for fulfilling the Objectives of the Association.
- c. The Treasurer shall maintain a comprehensive and structured record of proceeds and expenses at all times.
- d. The financial situation of the Association should be made transparent to the members.

### **Article 13 Dissolution**

- a. The Association shall dissolve upon a unanimous resolution at each of a Main Committee Meeting and a Student Committee Meeting, along with subsequent approval of a nine-tenths majority at a General Meeting.
- b. In the event of Dissolution, all funds and properties of the Association shall be donated to Hong Kong Red Cross, a charitable organisation incorporated under the Hong Kong Red Cross Ordinance (Cap. 1129) of Hong Kong Legislation.

### **Article 14 Constitution**

- c. The interpretation of the constitution shall rest solely on a General Meeting, and shall be made upon the approval of a two-thirds majority on the General Meeting.
- d. Amendment of the constitution shall be made upon a motion passed by a two-thirds majority on a General Meeting. The amendment shall come to effect at least seven (7) days after the approval.