

Hong Kong Scrabble Players Association Constitution

Amended on 31st October 2020 at AGM 2020-21
Amended on 21st March 2020 at AGM 2019-20
Amended on 19th February 2017 at AGM 2016-17
Revised for HKSPA on 24th 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 selected 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. The offices in the Executive Committee, Advisory Board, and Student Committee terminate with the termination of a Session.

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 Executive 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 seven (7) 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 Executive Committee of the previous Session shall present a brief summary of the work of the Association in the previous Session in writing to the Annual General Meeting.
- e. Decisions shall be based on simple majority. Each Individual Member shall have one (1) vote.
- f. Notwithstanding Articles 6(a) to 6(e), an Annual General Meeting needs not be held for a Session (the "current Session") if the following conditions are satisfied:
 - (i) the Executive Committee of the previous Session sends (by email or otherwise) a brief summary of the work of the Association in the previous Session in writing to the Individual Members of the previous Session and current Session before 15 September;
 - (ii) the effect of Article 6(f) and the way of renewing Individual Membership are referred to in the email or notice mentioned in Article 6(f)(i); and

- (iii) no Individual Member of the current Session demands by 30 September that the Annual General Meeting be held for the current Session.

Article 7 Executive Committee

- a. The Executive Committee shall consist of:
- one (1) President,
 - one (1) Vice-President,
 - one (1) Treasurer,
 - one (1) Secretary,
 - one (1) International Affairs Officer,
 - one (1) Tournaments and Ratings Officer,
 - one (1) Marketing Officer, and
 - one (1) Student Representative.
- b. The Executive 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 Executive 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 Executive Committee.
 - The International Affairs Officer shall be responsible for all contacts with WESPA, other national associations, and overseas bodies.
 - The Tournaments and Ratings Officer shall:
 - manage the ratings published by the Association, and
 - formulate the rules of Scrabble events organised by the Association.
- d. The President shall, after consulting the Vice-President, appoint his or her Executive Committee members.
- e. The Executive Committee of a Session shall appoint Student Committee members of the Session.
- f. The Student Representative shall be a Student Committee member nominated by the Student Committee.
- g. The Executive Committee may appoint Officer(s) accountable to the Executive Committee as deemed necessary.
- h. The Executive Committee may set up committees accountable to the Executive Committee as deemed necessary.

- i. The Executive Committee shall be the only office-bearers of the Association.
- j. The Executive Committee may enact regulations or make policies to manage the affairs of the Association.

Article 7A Advisory Board

- a. The Advisory Board shall consist of up to eight (8) members.
- b. The members of the Advisory Board shall elect among themselves a Chairperson.
- c. The Advisory Board shall, when necessary, give advice to the Executive Committee and Student Committee.
- d. The Executive Committee of a Session shall appoint members of the Advisory Board of the next Session.
- e. No member of the Advisory Board shall hold an office in the Executive Committee or Student Committee.
- f. A member of the Advisory Board can be removed by a decision of two-third majority of the Executive Committee.
- g. Notwithstanding any other Articles, there shall only be an Advisory Board starting from Session 2020-2021.

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 Executive Committee;
 - give advice to the Executive Committee with respect to students in Hong Kong;
 - organise events for students in Hong Kong, when necessary; and
 - perform duties assigned by the Executive Committee.
- c. The Student Committee may set up sub-groups accountable to the Student Committee as deemed necessary.
- d. Only full-time Hong Kong post-secondary students can be appointed as members of the Student Committee.

Article 9 Elections

Article 9(a) Annual Election

- The purpose of the Annual Election shall be to annually elect the President and the Vice-President of the Executive Committee for the next Session.
- The Annual Election shall be completed at least seven (7) days before the commencement of the next Session.

Article 9(b) By-Election

- In the event of a vacancy in the post(s) of the President and/or the Vice-President, a By-Election shall be held.

Article 9(c) Election Commission

- An Election Commission shall be established and appointed by the Executive 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 run in an election, 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, in paper or electronic form, 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 there is only one (1) candidate for a post, such fact shall be communicated to the members and an extra nomination period lasting at least five (5) days shall be opened. In the event that no further nominations are received during the extra nomination period, the only candidate is deemed elected.

- 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 9(g) Arrangement when no President is elected in the Annual Election

- Notwithstanding Article 4, in the event that no President of the Executive Committee is elected in the Annual Election, the current Executive Committee shall remain in office after the current Session ends, until the earlier of (1) one month after the current Session and (2) the election of the President of the next Executive Committee in a By-Election.

Article 10 Committee Meetings

- a. 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 prior to the meeting.
- b. The quorum of Executive Committee Meetings shall be the number of Executive Committee members, excluding the posts that are vacant, less one (1).
- c. The quorum of Advisory Board and Student Committee Meetings shall be half of all Advisory Board members and Student Committee members respectively.
- ~~d. A Main Committee Meeting and a Student Committee Meeting shall be held at least once a year. (deleted in AGM 2019-20)~~
- e. Decisions shall be by simple majority. Each Committee member shall have one (1) vote.
- f. A Committee may hold a meeting at 2 or more places using any technology that enables the members who are not together at the same place to listen, speak and vote at the meeting.
- g. A Committee may take decisions without holding a physical meeting.
- h. In this Article, references to a Committee include the Advisory Board.

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 or appointed.

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, profits generated from product sales, profits generated from the provision of teaching services, donations, sponsors, and any other sources deemed acceptable by the Executive Committee.
- b. The income of the Association shall be used solely for fulfilling the Objectives of the Association.
- c. Any member of the Executive Committee or the Financial Secretary of the Student Committee may authorise expenditure on behalf of the Association to a limit of HK\$300. Expenditure in excess of this figure requires the prior approval of the Executive Committee. Receipts must be obtained from suppliers for each individual expenditure on behalf of the Association.
- d. The Treasurer shall maintain a comprehensive and structured record of proceeds and expenses at all times.
- e. 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 an Executive 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

- a. 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.
- b. 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 immediately after the approval, unless otherwise directed by the General Meeting in which the amendment is made.