

# Constitution and Rules of the Community Youth Club in Schools

1. The name of this Club shall be the “Community Youth Club – (Name of the School)” in English and “(Chinese Name of the School) – 公益少年團” in Chinese .

## Membership

2. All students of the school are eligible to be a member of the Club.
3. Any student who wishes to be a member of the Club should submit his/her application to the Secretary to the Executive Committee (EC) in accordance with the manner and requirements as prescribed by the EC of the Club.
4. All membership applications shall be submitted to the EC for decision.

## Management

5. The EC shall be responsible for the management of the Club. Its membership is composed of CYC members who are elected at the Annual General meeting (AGM) of the Club.

Office bearers of the EC shall include:

- (a) a chairperson;
  - (b) a vice-chairperson;
  - (c) a secretary;
  - (d) a treasurer; and
  - (e) any other appointments as decided by the Club at an AGM.
6. The tenure of an elected committee member is one year, commencing from the day of election to the next AGM. All office bearers and members of the EC are eligible to be re-elected at the next election.
  7. If any office of the EC is vacant during the year, the vacant office shall be filled by a co-opt member elected by the EC. If the office of the chairperson is temporarily vacant, it shall be filled by an EC member.
  8. The quorum of an EC meeting shall be half of the total number of the EC’s office bearers and/or members.
  9. If a member of the EC is absent for three consecutive meetings without any justifications, other EC members shall have the power to remove him/her from office by a majority vote.
  10. The EC shall be responsible for planning all activities of the Club, including long-term and short-term projects. For other important events, the EC shall prepare a programme in detail and submit it to the task force responsible for holding the event for consideration.
  11. The EC shall be responsible for setting up a task force for a particular event or project and the appointment of its members. Upon completion of its task, the task force will be automatically dismissed. The task force is required to submit a work report to the EC at a specified time during its tenure.

## Chairperson and Vice-chairperson

12. All EC meetings shall be chaired by the Chairperson of the EC. Any motion moved at a meeting of the EC shall be passed only by a majority vote. Should there be a tie in the number of votes, a casting vote shall be exercised by the Chairperson.

13. The Vice-chairperson shall assist the Chairperson in exercise of his/her duties and take the chair during his/her absence.

#### Secretary

14. The Secretary shall be responsible for handling all documents relating to his/her capacity as Secretary, keeping records, making reports and executing related duties. In addition, the Secretary shall maintain a register of all CYC members with updated information on their names, member numbers, last-known addresses, dates of joining and withdrawing, merits awarded under the CYC Merit Award Scheme or other projects, and any information as required by the Club.
15. Upon resignation, suspension or removal from office, the Secretary shall hand over all the books, documents, correspondence and property of the Club to the successor or the person appointed by the EC.

#### Treasurer

16. The Treasurer shall be responsible for managing the Club's operating expenditure and maintaining a proper account for the year. The annual account must be audited and submitted to the AGM for ratification.
17. The Treasurer shall be responsible for collecting all charges and membership fees (if any) from members, and the safe custody of the funds.

#### Auditor

18. The office of the auditor shall be held by an advisor of the Club.

#### AGM

19. The AGM shall be convened once every calendar year nine to twelve months after the previous meeting.
20. A resolution passed by a majority vote at an AGM shall be deemed to be valid and effectual.
21. Each CYC member shall receive an agenda and a financial report prepared by the Secretary and the Treasurer respectively at least seven days before the holding of an AGM.
22. (a) The teacher-in-charge of the Club may call for the holding of an AGM at a time he/she considers appropriate and upon the written request of at least ten CYC members.  
  
(b) The EC shall have the right to call for the holding of an AGM and/or Extraordinary General Meeting (EGM).
23. In proposing the holding of a meeting, the proposer shall specify the object of the meeting and make the request through the teacher-in-charge.
24. Members shall be informed of the venue, date and time of the meeting (and the nature of business of any special item for discussion) at least seven days before the meeting in accordance with the prescribed procedures of the AGM.
25. Members shall discuss only matters as specified in the agenda at an EGM. Any resolution passed in the

EGM shall have the same effect as that passed in the AGM.

26. The quorum of an AGM shall be one-tenth of all the members of the Club.

#### Procedure of AGM

27. The teacher-in-charge of the CYC Club shall take the chair of an AGM. In the absence of the teacher-in-charge, the members present at the meeting shall elect one among themselves to chair the meeting.

28. Each member shall have one vote which must be cast in person.

29. The agenda of an AGM shall include:

- (a) confirmation of reports submitted by the Executive Committee;
- (b) confirmation of audited accounts;
- (c) review of past performance and plans for future activities;
- (d) election of EC members; and
- (e) any other business.

30. The election procedure is as follows:

- (a) Only EC members shall be returned by election.
- (b) All members shall have the right to be elected, or to nominate and elect other members, as EC members.
- (c) Nomination and Seconding of Motion
  - (i) Every member shall have the right to nominate no more than one member to an office of the Executive Committee or second a motion to this effect.
  - (ii) Every member may nominate himself/herself to an office or second a motion to this effect for himself/herself.
  - (iii) The three nominees who get the highest numbers of members seconding the motion of nomination shall become candidates for the election. Where there are nominees having the equal number of votes with the result that there are more than three nominees at the top, a second round of voting shall be conducted for nominees having the same number of votes to determine the final candidates for the election.
  - (iv) The election, registration of candidates, voting and vote-counting and verification of ballot paper accounts shall be carried out by the teacher-in-charge who chairs the meeting.
- (d) Voting shall be conducted by secret ballot.
- (e) Should there be any unexpected issue which cannot be settled by virtue of the Constitution and Rules of the Club, the decision of the teacher-in-charge who presides over the election shall be final.

31. Where there is no candidate having a majority vote, a second round of voting shall be conducted for the two candidates with the highest numbers of votes. The candidate who secures more votes in the second round of voting shall be elected. In the event of a tie, the Chair shall have a casting vote.

32. The member elected shall assume office and replace the outgoing EC member two weeks after the election.

33. Any proposal to amend or repeal the Constitution and Rules of the Club shall take effect only after it has been passed by a majority of members present at the AGM or EGM. All members shall be given a written notice with details of the proposal at least one month before the holding of the meeting.