

LEE WOO SING COLLEGE STAFF CLUB  
THE CHINESE UNIVERSITY OF HONG KONG  
Directions and Guiding Principles

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Lee Woo Sing College (the College) established in 2007, is one of the nine Colleges of the Chinese University of Hong Kong. It is a medium size college of about 1200 students. To enhance better communications and relationship among the staff members, Lee Woo Sing College Staff Club (和聲書院教職員聯誼會) was established and the first Executive Committee was formed in January 2014. The followings are the directions and guiding principles of the College Staff Club.

**1. TITLE**

The name of the Club shall be “Lee Woo Sing College Staff Club (和聲書院教職員聯誼會)”, hereinafter referred to as the “Club”. Its abbreviation shall be WSSC.

**2. OBJECTIVES**

The Club aims to enhance identity and fellowship among its members; strengthen their sense of belongings and responsibilities to the College; and to foster their recreational and cultural lives as well as to promote their general welfare other than the trade union activities.

**3. MEMBERSHIP**

a) *Full Membership*

All full-time staff of Lee Woo Sing College Office, full-time College affiliated teacher and administrative staff will automatically become full members of the Club. Immediate family members of full members are eligible to join the Club as family members.

b) *Honorary Membership*

The College Committee of Overseers, honorary advisors and consultants and other honorable guests who have made contributions to the College would be invited to be honorary members.

c) *Privileged Membership*

Full-time staff of The Chinese University of Hong Kong who have made contributions to the University or the College would be invited to be privileged members.

d) *Affiliated Membership*

Other full-time staff of The Chinese University of Hong Kong may apply for affiliated membership. Since the approval by Assembly of Fellows (AoF) on 5 June 2017, The EC has the right to make adjustment subject to the approval of AoF when deemed necessary.

e) *Associate Membership*

Full members of the Club retired from The Chinese University of Hong Kong may apply for associate membership.

#### **4. APPLICATION FOR MEMBERSHIP**

- a) Application forms are available at the College website (<http://www.cuhk.edu.hk/ws>).
- b) All applicants have to be referred by full member of the Club.
- c) Conferment of membership to the Club requires the approval of the Club's Executive Committee and the endorsement of the College Assembly of Fellows.

#### **5. CESSATION OF MEMBERSHIP**

- a) When full members and affiliated members resign from The Chinese University of Hong Kong, their membership (including family members) will cease on the date when their employment with the University terminates. Members shall return the membership card for cancellation and no longer be entitled to the privileges provided by the Club.
- b) The membership would be renewed automatically on an annual basis. However, the Members may relinquish their membership of the Club at any time by writing to the Executive Committee; such resignation will be effective from the date of receipt of the letter.
- c) Members who have more than two months in arrears of annual membership fee shall cease to be members of the Club.

#### **6. FEES**

- a) The membership fees would be reviewed by the Executive Committee at the Annual General Meeting (AGM). The Executive Committee of the Club shall have power to set and impose additional fees, subscriptions and contributions for specific purpose.
- b) The full and affiliated members are requested to fill in the Membership Registration and Authorization Form to authorize the Bursar to deduct from their salary the annual membership fee.

#### **7. PRIVILEGES**

- a) Members can enjoy discount at College catering outlets.
- b) Members have free access to the College fitness room. They are also eligible for booking the college facilities, such as BBQ area, Leung Chuk Lodge visitors' flat and Richard M.W. Ho Lounge in accordance with the stipulated booking guidelines of respective facilities.

#### **8. RIGHTS AND RESPONSIBILITIES**

- a) Full members have the right to vote, to appeal, to elect, to stand for election, to dismiss elected officers, and to initiate and to ratify change to the Constitution of the Club.
- b) Other members may make suggestions but shall not have the right to vote at a General Meeting of the Club and shall not be an officer of the Club or any of its committees.

- c) All members shall abide by the rules of the Club; comply with the resolutions of the General Meeting; and pay membership fees (if applicable). Any member breaking the rules of the Club or in defiance of the resolutions of the General Meeting may be liable to expulsion by the Executive Committee. Any member so expelled shall have the right to appeal to the General Meeting, whose decision shall be final.

## **9. GENERAL MEETING**

- a) The quorum for the General Meeting shall be twenty percent of the full members. The Annual General Meeting (AGM) shall be held once a year before the term of office of the Executive Committee comes to the end. The business of the AGM shall be:
  - (i) to make, alter, amend any of the directions and guiding principles;
  - (ii) to receive reports from the Executive Committee;
  - (iii) to receive financial reports; and
  - (iv) to elect new Executive Committee Officers.

In the case of insufficient number of members to constitute a quorum within 30 minutes, such meeting shall be adjourned to a later date, but in no case exceeding fifteen days.

- b) Extraordinary General Meetings may be called by the Executive Committee or at the request of at least twenty percent of the full members.
- c) Not less than 7 days' notice of the General Meeting and not less than 3 days' notice of an Extraordinary General Meeting shall be given by the Secretary of the Executive Committee to all members.

## **10. EXECUTIVE COMMITTEE**

- a) The Executive Committee shall be elected by members of the Club at the AGM. It consists of 8 to 10 officers for the term of one year between 1 August and 31 July of the following year.
- b) Nomination of candidates for Committee Officers must be submitted to the Committee two weeks before the AGM is held. A nomination shall be made jointly by five members to be official. Registered nominations shall be forwarded to all members for reference along with the ballot.
- c) The President, Vice President and Treasurer shall be elected among the Executive Committee members. The President, Vice President and Treasurer have a two-year term of office in these capacities and shall be eligible for re-election to these offices for the next term. The Secretary shall be appointed by the Lee Woo Sing College and is ex-officio member of the Committee. The Committee may form different working sub-committees as needed.
- d) The Executive Committee shall meet at least twice within each school term and the quorum shall be over half of the officers present. The meetings shall be called by the President/Vice-President as he/she thinks necessary or upon the request of at least three Committee Officers.

**11. DISSOLUTION**

The Club shall not be dissolved except with the consent of two-thirds of the full members of the Club obtained by means of ballot.

19 December 2017