

Hong Kong Triathlon Association Limited

香港三項鐵人總會有限公司

Articles of Association 會章

Definitions & Interpretation

1. Definitions

In these Articles, the following definitions apply unless the context clearly indicates otherwise:

1. "Annual General Meeting" means the general meeting of the Members of the Association held on the first half of December of each year.
2. "Appointed Date" means the 31st of December of a calendar year.
3. "Association" means the "Hong Kong Triathlon Association Limited **香港三項鐵人總會有限公司**".
4. "By-laws" means the rules and regulations of the Association as prescribed and/or to be prescribed, revoked or amended by the Committee from time to time. The By-laws shall form an addendum to, and be read in conjunction with, these Articles.
5. "Committee" means the Executive Committee of the Association, which expression shall, where applicable, include the standing committees, sub-committees and any other committees established hereunder.
6. "Extraordinary General Meeting" means a general meeting of the Association specifically summoned as an extraordinary general meeting under these Articles.
7. "General Meeting" means an Annual General Meeting or an Extraordinary General Meeting, as the case may be.
8. "Head Triathlon Coach" means the Head Triathlon Coach as may be appointed from time to time by the Hong Kong Sports Institute with collaboration of the Association or directly by the Association, as the case may be.
9. "Member" means any person who is duly registered as being a member of the Association, which expression shall, unless the context expressly provided otherwise, include an Ordinary Member, an Honorary Member and a Club Member.
10. "Ordinance" means the Companies Ordinance (Chapter 32) of the Laws of Hong Kong and any amendment thereof in force for the time being.
11. "President" means the President of the Association for the time being elected in accordance with these Articles.
12. "Register Of Members" means the register of the Association's Members which the Association is required by the Ordinance to keep.
13. "Seal" means the common seal of the Association.
14. "Secretary" means the Secretary of the Association for the time being elected in accordance with these Articles.
15. "Special Resolution" means a special resolution of the Association passed in accordance with these Articles.
16. "Treasurer" means the Treasurer of the Association for the time being elected in accordance with these Articles.
17. "Triathlon" means any combination in a single event of two or three of the sports of swimming, cycling and running and such expression shall include, where the context so permits, aquathlon and duathlon.
18. "Vice President" means the Vice President of the Association for the time being elected in accordance with these Articles.

2. Interpretation

1. These Articles shall be construed with reference to the provisions of the Ordinance and terms used in these Articles shall be taken as having the same respective

meanings they have when used in the Ordinance unless the context otherwise requires.

2. Table 'C' of the Ordinance shall not apply to the Association.
3. The Articles of Association and the By-laws shall together form the rules of the Association and be binding on the Members.
4. Words importing the masculine gender include the feminine gender unless the context clearly indicates otherwise.
5. Words importing persons include clubs, organizations or societies, whether incorporated or unincorporated.
6. Words importing the singular number include the plural number and vice versa unless the context clearly indicates otherwise.
7. Mentioning anything after 'include', 'includes' or 'including' does not limit what else might be included.

Membership

3. Classes

The Association shall have the following classes of membership:

1. Ordinary Member
2. Honorary Member
3. Club Member

4. Size

The number of Members with which the Association proposes to be registered is unlimited.

5. Eligibility

The following shall be eligible to be a Member:

1. Any individual person who is interested in Triathlon, is resident in Hong Kong, is willing to bind himself to observe the Memorandum and Articles of Association, the By-laws and other regulations of the Association and who is not under eight years of age shall be eligible for application to the Association as an Ordinary Member.
2. Any individual person who is interested in Triathlon, is resident in Hong Kong, is willing to observe the Memorandum & Articles of Association, the By-laws and other regulations of the Association and has made a special contribution to the promotion of Triathlon shall be eligible for election by the Committee as an Honorary Member.
3. Any sports club or association whose objects are primarily concerned with, and whose members are engaged in, the pursuit and competition of Triathlon and is willing to bind itself to observe the Memorandum and Articles of Association, the By-laws and other regulations of the Association shall be eligible for application and election by the Committee as a Club Member. Whenever the capitalized word "Club" or "Clubs" is used in these Articles, it means and refers to a club or association which is admitted by the Association as a Club Member.

6. Application

Subject to eligibility, application for each class of membership shall be made in the following ways:

1. Ordinary Member applicants shall complete and submit the Association's Ordinary Member application form together with the application fee, if any, and requisite subscription fee to the registered office of the Association or by such other means as the Association shall prescribe.
2. Honorary Member applicants shall be nominated to the Committee, in writing, by at least ten Ordinary Members.

3. Club Member applicants shall submit to the Committee for consideration a letter of application and requisite subscription fees setting out the reasons for applying together with the application fee and all supporting documents as shall be required by the Committee from time to time.

7. Admission

For each class of membership, an applicant shall be admitted as a Member in the following ways:

1. An Ordinary Member shall, upon submission of the requisite application form and relevant subscription fees, be admitted as such unless the Committee determines that there is good reason for not admitting the applicant as an Ordinary Member.
2. An Honorary Member shall only be admitted as such following nomination by at least four members of the Committee and the unanimous agreement of members present and voting at a meeting of the Committee, subject always to the prior agreement of the individual to his nomination.
3. An applicant to be a Club Member shall only be admitted as such by a two-thirds majority of members present and voting at a meeting of the Committee, subject to a minimum of four voting members.

8. Renewal

1. Subject to sub-clause 2 below, renewal of each class of membership by all Members (save for Honorary Members) shall commence on the first day of January of each calendar year.
2. No renewal of membership for Honorary Members is required.
3. Membership shall be renewed in accordance with Articles 5, 6 and 7(1) and 7(3) hereof and no application or renewal of membership will be considered and/or accepted without due observance of these Articles.

9. Registration

Upon admission, the name and address of each Member shall be entered into the Register Of Members.

10. Conditions

1. Every Member binds himself to observe all rules and regulations of the Association, whether contained in these Articles or the By-laws or made pursuant to any power granted hereby.
2. Every Member agrees to accept responsibility for his own actions.
3. All Ordinary Members and Club Members are expected once each year to assist, if requested, in preparing for or officiating at, one of the Triathlon events organized by the Association.

11. Fees

All Ordinary Members and Club Members shall pay annual subscription fees in accordance with a tariff, which shall be reviewed from time to time by the Committee. In addition, Ordinary Members and/or Club Members may be required to pay an initial admission fee to be determined by the Committee. Honorary Members are not expected to pay admission or subscription fees.

12. Suspension & Termination - Non-payment Of Subscription Fees

1. A Member whose subscription fee has not been paid on its due date being 1st January of each calendar year shall be suspended from membership automatically.
2. A Member whose subscription fee has not been paid within one month after its due date shall have his membership terminated automatically.
3. The Committee shall, upon written request, have the power to waive the admission fee for reinstatement of a former Member whose membership has been terminated under the provisions of this Article, provided that all the arrears of subscription fees are settled in full.

13. Suspension & Termination - Due Cause

1. In addition to the provisions of Article 12, the Committee shall have the power, acting reasonably, on due cause being shown (of whatever nature) to suspend any Member from membership for such period as it shall think fit or to terminate his membership. The Association shall be under no obligation to refund admission or subscription fees paid by such Member. .
2. No motion for the suspension or termination of membership shall be considered except at a meeting of the Committee. Such a motion shall not be deemed carried except by a majority of two-thirds of the Committee members present and voting, subject to a minimum of four (4) voting members.
3. A Member shall be given at least fourteen days' written notice of the meeting at which suspension or termination of his membership is to be considered and of the grounds on which suspension or termination of his membership is sought and such Member shall be entitled to submit representations to the Committee in writing and at that meeting orally in person.

14. Suspension & Termination - Withdrawal

A Member wishing to withdraw his membership from the Association may give notice in writing addressed to the registered office of the Association prior to the Appointed Date, but shall not be entitled to any refund of admission or subscription fees or any part thereof.

15. Suspension & Termination - Consequence

1. A suspended Member shall be prohibited from enjoying the rights and privileges of membership of the Association.
2. Upon termination of membership, the former Member's name shall be removed from the Register Of Members and the former Member shall be notified in writing of his removal.

Committee

16. Management

Responsibility for the management of the Association shall be vested in the Committee. Notwithstanding this responsibility, the Association's employed staff shall, on behalf of the Committee, carry out the day to day business of the Association. In particular, the Committee shall be responsible for making policy and determining strategy, whereas the staff of the Association shall implement the said policy and strategy.

17. Structure

1. The Committee shall consist of eleven (11) members comprising a President, a Vice-President, a Secretary, a Treasurer and seven (7) associates who shall all be elected by Ordinary Members.
2. Each of the post of President, Vice-President, Secretary and Treasurer should be made up of Ordinary Members of different Clubs and/or Ordinary Members not belonging to a Club Member. For the avoidance of doubt, only one (1) member from each Club shall stand or be nominated for election or be elected for one (1) of the post of President, Vice President, Secretary or Treasurer.
3. The seven (7) associates should also be made up of Ordinary Members of different Clubs and/or Ordinary Members not belonging to a Club Member. For the avoidance of doubt, not more than one (1) member from each Club shall stand, or be nominated, for the position or be elected as an associate of the Committee.
4. Additional Ordinary Members of not more than three (3) may also be co-opted to the Committee from time to time provided that these co-opted Members shall have no voting right in the meeting of the Committee.
5. All members of the Committee shall serve gratis. Each Committee member may be assigned specific responsibilities from time to time by the Committee.
6. For the avoidance of doubt, any Club Member can only have a maximum of two (2) members of its Club serving on the Committee at any one time. No third member of any Club Member is allowed to serve on, or be elected to, the Committee unless he has been registered with the Association as having withdrawn membership of such Club Member for a minimum period of 12 months before the Appointed Date.
7. No Ordinary Member after being elected to the Committee shall at any time during his term of office on the Committee become a member of any Club other than the one he was registered with, if any, at the time of election.

18. President

The President shall take overall charge of the administration and functioning of the Association, preside over Committee meetings and General Meetings and shall represent the Association at official functions. Other specific responsibilities may be assigned from time to time by the Committee.

19. Secretary

The Secretary shall be responsible for ensuring that the Association functions in accordance with the provisions of these Articles, the By-laws and the Ordinance. In particular, he shall ensure that:

1. the Register of Members is maintained accurately and kept up to date;
2. all notices and documents required by the Companies Registry are lodged as required;
3. minutes of all Committee meetings and General Meetings are properly kept, including records of all elections to the Committee and appointments made by the Committee;
4. the administrative functions and designated duties of the employed staff are closely monitored and properly discharged.
5. these Articles, the By-laws and other regulations of the Association are properly enforced and duly observed by Members.

Other responsibilities may also be assigned from time to time by the Committee.

20. Treasurer

The Treasurer shall be responsible for all financial matters affecting the Association, including, without limiting to, the overseeing of all funding, budgets and expenditure, as well as the use, application and allocation thereof and the presentation of financial reports at the Annual General Meeting. Other responsibilities may also be assigned from time to time by the Committee.

21. Vice-President

The Vice-President shall deputize for the President, Treasurer or Secretary, as required, on a strictly temporary basis, and assist in the proper discharge of the functions and responsibilities of the President, Secretary and Treasurer. Other specific responsibilities may also be assigned from time to time by the Committee.

22. Eligibility

1. Only Ordinary Members aged 18 years or above on the Appointed Date shall be eligible for election for any one position to the Committee.
2. An Ordinary Member who is currently standing for election to any of the posts of President, Vice-President, Secretary or Treasurer shall not be eligible to stand for election as an associate.
3. An current employee of the Association shall not be eligible for election to the Committee.
4. An Ordinary Member shall be eligible to stand for election to the respective post of President and Vice-President if such Ordinary Member has each completed at least two (2) full years as a member of the Committee by the Appointed Date.
5. An Ordinary Member shall only be eligible to stand for election to the post of Secretary if such Member is a qualified lawyer.
6. An Ordinary Member shall only be eligible to stand for election to the post of Treasurer if such Member is a qualified accountant or possess equivalent knowledge and experience of business management.
7. Without prejudice to the foregoing, the preferred criteria for the positions of President, Vice-President, Secretary and Treasurer set out under sub-clauses 4, 5 and 6 above shall be relaxed if, after the expiration of the initial nomination period for the said positions, no such preferred candidate is nominated to stand for election.

23. Term of Office

1. The term of office for the President shall be two (2) years with a maximum of three (3) consecutive terms. After completion of three (3) consecutive terms, such former President shall not be eligible to take up any of the posts of President, Vice President, Secretary or Treasurer, within two (2) years thereafter, but may stand for election as an associate.
2. The terms of office for the posts of Vice-President, Secretary, Treasurer and the associates shall all be two (2) years. Subject to sub-clause 4 below, those Members filling these posts are eligible for re-election to any post of the Committee after full completion of his term of office.
3. No member of the Committee shall be elected to or otherwise serve on the Committee in the same position for any term of office continuously for more than six (6) years.
4. A member of the Committee shall either be due to complete his term of office or resign from his position before standing for election to any vacant position.

24. Election

Members shall be elected to the Committee in the following manner:

1. Any two Ordinary Members may nominate an eligible Ordinary Member for election to the Committee, having previously received his assent. A nominee may stand as a candidate for only one of the posts of President, Vice-President, Secretary, Treasurer, or an associate and election for these posts shall be resolved in this order.
2. Nominations for the election of Committee members shall be submitted in writing to the secretariat office of the Association by the proposer within 14 days after issue of notice of nomination by the Association to the Members. Each nomination shall be signed by the proposer, seconder and nominee and, in the case of members of Club Members shall be endorsed by the Club Member. A Club Member may only endorse one nominee for any of the posts of President, Vice-President, Secretary or Treasurer, subject to not having a member continuing their term of office in one of these positions. A Club Member may only endorse one nominee for the position of associate, subject to not having a member continuing their term of office in such position. A nominee must be endorsed by a Club Member if they have been registered at the Association as a member of a Club Member within 12 months prior to the Appointed Date.
3. If no nominations are received or if the nominations received within the time prescribed are not eligible or insufficient to fill the vacancies, a second notice of nominations for such vacancy or vacancies from the Ordinary Members shall be issued or made by the Association upon which a shorter period of 7 days for submission of nomination shall be applied.
4. Each Ordinary Member entitled to vote may vote by ranking any number of the candidates for each of the posts of President, Vice-President, Secretary or Treasurer in order of preference and for any number of candidates for the posts of associate not exceeding the number of such vacant positions. For the posts of associate those candidates receiving the most votes shall be elected to the number of such vacant positions. Only candidates receiving an absolute majority of votes shall be elected to any of the posts of President, Vice-President, Secretary and Treasurer. If no candidate receives an absolute majority of votes in the first count of votes, the candidate(s) with the least number of votes shall be eliminated for the next count, and so on for successive counts progressively eliminating candidate(s) with the least number of votes, until a candidate for each of the posts of President, Vice-President, Secretary or Treasurer has received an absolute majority of such votes for such vacant position. If there is only one candidate for a post in the Committee, that candidate shall be automatically elected. In this sub-clause, an absolute majority of votes means that the candidate receives more than half of the valid votes cast excluding abstentions. A tie shall be resolved by the toss of a coin.
5. If any candidate after being elected to any of the posts of President, Vice-President, Secretary and Treasurer declines at the General Meeting to serve, a further count shall take place after eliminating that candidate. If any candidate after being elected as an associate declines at the General Meeting to serve, the candidate who has the next largest number of votes for that position shall be deemed to be elected and served on the Committee.
6. In case there are insufficient candidates standing for election or being elected as aforesaid, the Committee shall have the power to fill up the remaining vacancy or vacancies at any time by appointment of Ordinary Member(s), subject to the provisions of Article 22 and provided that such appointed member(s) shall have no voting right but shall be counted as quorum at any meetings of the Committee and provided further that the term of office of such appointed member(s) shall expire on the next Appointed Date.
7. Elected candidates shall assume office on the Appointed Date subsequent to the Annual General Meeting, and shall remain in office until completion of their respective terms of office of their respective positions.

8. Election of members to the Committee shall be conducted by secret ballot of Ordinary Members entitled to vote. The casting and counting of votes, and the result of the ballot, shall be overseen and adjudicated by an independent auditor as appointed by the Committee from time to time, who shall announce the result at the General Meeting. The election shall be open for vote casting for no less than five (5) consecutive weekdays.

25. Replacement

1. Notwithstanding anything herein contained to the contrary, if the President shall die, resign or vacate his office in accordance with Article 26 before the expiration of his term of office, he shall be replaced by the Vice-President for the remainder of the Vice-President's term of office. If the Vice-President or the Secretary or the Treasurer shall die, resign or otherwise vacate his office in accordance with Article 26 before expiration of his term of office, or if the Vice-President shall be appointed to replace the President as aforesaid, his post shall be filled by appointment by the Committee of an associate for the remainder of the associate's term of office or by appointment of an Ordinary Member in accordance with Article 24(6). If any vacancy of the associates arises for any reason, the vacancy shall either remain vacant until the next election at Annual General Meeting or be filled by appointment by the Committee in accordance with Article 24(6).
2. In the event that the Committee comprises no more than five (5) elected members, the Committee shall dissolve, and before dissolution the Committee shall as soon as possible convene an Extraordinary General Meeting for the purpose of electing new Committee members to posts that are either vacant or have been filled by replacement in accordance with sub-clause 1 above, as provided under Article 17. Immediately upon election at the Extraordinary General Meeting, all newly elected candidates shall assume office, and remain in office through the next Appointed Date, until the subsequent Appointed Date.

26. Vacation Of Office

The office of a Committee member shall be automatically and immediately vacated if:

1. he becomes bankrupt or insolvent or is convicted of a criminal offence other than a summary offence not involving dishonesty;
2. his actions, omissions and/or statements are detrimental to or at variance with the best interests of the Association provided that a resolution to remove such member of the Committee is duly passed by at least two thirds of the members of the Committee;
3. he becomes incapacitated by physical or mental illness;
4. his membership is suspended or terminated for whatever reasons;
5. he resigns his office by notice in writing to the Association for acceptance by the Committee;
6. he is removed from office by a resolution duly passed at a General Meeting of the Association;
7. he is absent from three consecutive meetings of the Committee;
8. he is found by the Disciplinary Committee to have committed misconduct of a serious nature or is otherwise in material breach of the disciplinary rules or the relevant codes of conduct;
9. he is directly or indirectly interested in or connected with any dealing, contract or arrangement with the Association and fails to declare the nature of his interest in the manner required by Section 162 of the Ordinance, the By-laws or these Articles.

27. Powers & Duties

The Committee shall be responsible for managing the affairs of the Association and shall have the following powers and duties in addition to any powers and duties conferred elsewhere in these Articles:

1. To exercise all such powers of the Association and do all such acts as the Committee considers necessary or expedient for carrying into effect the objects of the Association in accordance with the Ordinance, these Articles, By-laws and such other regulations as may be prescribed at a General Meeting, provided however that no such decisions or regulations made at the General Meeting shall invalidate any prior acts of the Committee that would have been valid, if such regulation had not been made.
2. To establish appoint and dismiss any Committees and any members thereof (whether or not being Members of the Association) as it considers appropriate and to delegate any of its powers and authorities to any Committee(s) as it shall think fit provided that the same so delegated are specified in the By-laws or term of reference of the Committees, as the case may be. Any standing committee, sub-committee or other committee so formed shall, in the exercise of the powers and authorities so delegated, conform to all regulations which may be imposed on it by the Committee.
3. To appoint any person as a Patron or Vice-Patron or Honorary Vice-President of the Association, on such terms and conditions as it shall think fit.
4. To appoint and dismiss from time to time advisers or such other persons, be it Members or not, to attend the meetings of the Committee but who shall have no vote at such meetings.
5. To refer any matters, appeals, inquiries, complaints, questions and disputes to the Disciplinary Committee or the Appeals Committee or other relevant committee(s) as the case may be.
6. To decide on all matters of an international nature affecting or concerning the Association or any of its Members in so far as the Committee is empowered or permitted to do so.
7. To make policies, rules and strategies for carrying out of the objects of the Association and the administration thereof, with power to vary, amend, replace and repeal any such strategies, rules or policies.
8. To make, alter and repeal, subject to Article 32 hereof, such By-laws or terms of reference as the Committee may deem necessary for the proper conduct and management of the Association and to take all necessary steps to enforce, and to procure due observance by Members of the same.
9. To provide for the safe custody of the Seal.
10. To formulate, determine, execute and communicate to Members all conduct and requisite manner of proceedings and or electoral process for or at a General Meeting.

28. Standing Committees

1. The standing committees shall serve and assist the Committee to perform some or all of its functions and ensure that policies, objects and strategies are delivered and performed.
2. The current standing committees shall be the Management Committee, the Development Committee, the Elites Committee, the Events Committee, the Clubs Committee and the Publicity and Promotion Committee.
3. Any Ordinary Member of the Association can nominate himself and be appointed by the Committee as members of the standing committees provided that only up to two (2) Ordinary Members of each Club are allowed to serve on a standing committee at any time.
4. The compositions, terms of office, roles, responsibilities and functions of the standing committees shall be set out in the By-laws or the term of reference (as the

case may be) as shall be determined and approved by the Committee from time to time.

5. Without prejudice to the foregoing, no Ordinary Member shall be nominated or appointed as members of the standing committee if he is an interested member of the relevant standing committee. For this purpose, an interested member shall mean and include any member who is a coach of a Club or the Association or the Hong Kong Sports Institute, or whose child or relative is registered as a squad member of the Association, or who has direct or indirect commercial arrangements or business dealings with the Association, as the case may be.

29. Sub-committees

1. The Committee shall have power to appoint sub-committees as it considers necessary and each sub-committee shall consist of such persons (whether Members or not) as shall be appointed by the Committee.

2. The sub-committee shall act in conformity with the Memorandum and Articles of Association and shall submit proposals and recommendations to the Committee and/or standing committee (as the case may be) while having no authority to make or take decisions on behalf of the Committee or the Association.

3. All sub-committees appointed by the Committee shall cause minutes to be made of all proceedings and recommendations at their meetings and shall furnish copies of all such minutes to the Secretary.

30. Disciplinary Committee

1. The Disciplinary Committee shall consist of a panel of up to six (6) members, of which three (3) shall be selected by the panel to adjudicate upon any case referred to it.

2. Any Ordinary Members and/or person or persons who are qualified lawyers, members of the public or representatives from the Hong Kong Sports Institute or the Leisure & Cultural Services Department or other relevant statutory bodies or sports associations may be invited and appointed by the Committee as members of the Disciplinary Committee.

3. The Disciplinary Committee shall have power to conduct investigations and hearings on any complaint against the misconduct of any Members or against whom a complaint has been filed or referred thereto.

4. The Disciplinary Committee is empowered to pronounce and impose any sanctions and disciplinary measures including caution, suspension, banning, fine, striking off and such other measures as it shall think fit upon Ordinary Members, athletes, parents, coaches, Club Members, officials who are in breach of the code of ethics or conduct, or the disciplinary rules or otherwise.

5. No Club Member or member of any Committee or standing committee or Appeals Committee may serve as a member of the Disciplinary Committee.

6. The term of office for members of Disciplinary Committee shall be two (2) years from the date of appointment, unless otherwise agreed by the Committee in writing at the time of appointment.

31. Appeals Committee

1. The Appeals Committee is responsible for hearing and handling any protests or complains against the act or default of the standing committees or for reviewing a decision(s) made by any race official or referee or the standing committees, or for rendering any advice on any matters referred thereto by the Committee or under these Articles.

2. The manner and procedure for lodging an appeal to, and conducting an appeal by the Appeals Committee shall be set out in the By-laws or the term of reference, as the case may be.
3. The Appeals Committee shall have power to inquire into any matter in a manner it shall determine or cause to appear in person before it any Member against whom a complaint has been filed.
4. The Appeals Committee is empowered to pass decisions or allow or overturn any decision made and/or make any recommendations on any matters. The determinations or decisions of the Appeals Committee are final and binding on the parties concerned.
5. The Appeals Committee shall consist of a panel of up to six (6) independent people with relevant expertise and/or knowledge, to be appointed by the Committee from time to time. At least one qualified lawyer is a preference, though not essential.
6. No Club Member or member of the Committee or standing committee or Disciplinary Committee may serve as a member of the Appeals Committee.
7. The term of office for members of the Appeals Committee shall be two (2) years from the date of appointment, unless otherwise agreed by the Committee in writing at the time of appointment.

32. Validity

All By-laws or any part thereof made or to be made hereunder shall remain in full force, until altered, replaced or varied by Special Resolutions, and shall be binding upon all Members and no By-laws shall repeal anything contained in the Memorandum of Association or these Articles and no terms of reference of standing committees, sub-committees or other committees established hereunder shall, save as expressly provided therein, be inconsistent with these Articles.

Committee Meetings

33. Frequency

The Committee shall meet at least eight times each year with not more than two months between consecutive meetings.

34. Attendance

The Head Triathlon Coach who also serves as the National Coach of the Association is only obliged to attend meetings of the Elites Committee. The Head Triathlon Coach or his appointed representative(s) and any other person may, when invited, also attend meetings of the Committee provided that none of them shall be counted as quorum or carry any vote in the meetings.

35. Quorum

The quorum of the Committee (save for the Disciplinary Committee and the Appeals Committee) shall not be less than half of the members for the time being, and in any case not less than 5, and while a member is disqualified or prevented from taking part in a decision or deliberation of the Committee in respect of a matter, he shall be disregarded for the purpose of constituting a quorum of the Committee for deciding or deliberating on that matter.

36. Chairman

The President shall preside over meetings of the Committee, or in his absence the Vice-President shall preside, or in the absence of both, a chairman shall be elected from the Committee members present at the meeting.

37. Voting

Save for any motion in relation to the ordinary course of business of the Association which requires a simple majority of votes or approval by members of the Committee through e-mails, every member present at the meeting of the Committee shall also have one vote on any such motion. Voting on all motions at meetings of the Committee shall be decided by a majority of votes of the members present and voting by a show of hands. No voting by proxy shall be permitted at any Committee meeting. In addition to his own vote, the chairman or the presiding member of the meeting shall have a second or casting vote in case of an equality of votes.

A member of the Committee shall not vote in respect of any dealing, decision, contract or arrangement or transaction with the Association in which he is in any way connected, related or directly or indirectly interested or in any matter arising therefrom. Such member must declare his interest at the beginning of any discussion and or shall be required to leave the meeting. Any vote of such member shall not be counted and any resolution on a matter in which an interested member has voted shall be void.

38. Majority

Except as otherwise specified in these Articles, voting on all motions shall require only a simple majority of those present and voting.

39. Written Resolution

A resolution in writing which has been circulated to all members of the Committee and which is signed by a majority of those members indicating that they are in favour of the resolution shall be as valid and effective as if it had been passed at a meeting of the Committee duly convened and held, provided that no such resolution shall be valid and effective unless and until it has been signed by at least six members of the Committee who are in favour of such resolution and who have each signed the same original document.

40. Minutes

Minutes of each Committee meeting shall be prepared and circulated to all those entitled to attend within one week of it taking place. Minutes shall be made available to other Members upon request.

General Meetings

41. Annual General Meetings

The Association shall hold an Annual General Meeting once in every calendar year for the purposes of the following ordinary business including:

1. Accepting the audited financial statements for the previous financial year.
2. Appointing an auditor.
3. Announcing the results of election, and the members elected to the Committee.

42. Extraordinary General Meetings

The Committee may convene an Extraordinary General Meeting whenever it considers necessary. An Extraordinary General Meeting may be convened on such requisition or in default by a requisition in writing signed by not less than 25 Ordinary Members, having, at the date of deposit of the requisition, a right to vote at General Meeting.

43. Notice

Subject to Section 116C of the Ordinance, an Annual General Meeting shall be called with not less than 21 days notice in writing, and an Extraordinary General Meeting shall be called with not less than 14 days notice in writing. The notice shall specify the place, date and time, and the resolutions that are to be proposed at the meeting.

44. Chairman

At all General Meetings the chair shall be taken by the President or in his absence by the Vice-President. If neither the President nor the Vice-President shall be present within half an hour after the time appointed for holding the meeting, or shall be willing to act as chairman, the Members present and entitled to vote shall choose one of their Members to chair the meeting.

45. Quorum

No business shall be transacted at any General Meeting unless a quorum is present when the meeting proceeds to business. The quorum shall be 20 Members (comprising a minimum of 5 Club Members and/or Ordinary Members not belonging to a Club Member) for an Annual General Meeting and 25 (comprising a minimum of 6 Club Members and/or Ordinary Members not belonging to a Club Member) for an Extraordinary General Meeting personally present and entitled to vote. If within half an hour from the time appointed for the meeting a quorum be not present, the meeting (if convened upon the requisition of Members) shall be dissolved or (in any other case) shall stand adjourned to such other day, time and place as may be appointed by the chairman with the consent of the meeting.

46. Adjournment

The chairman may, with the consent of the Members present at the meeting, adjourn any General Meeting from time to time, and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

47. Attendance

Any Ordinary Member, Honorary Member, Patron or Vice-Patron or Honorary Vice-President may attend a General Meeting.

48. Voting Rights

Each Ordinary Member present, who is aged 18 years or above on the Appointed Date, has the right to vote in the manner described hereinafter. Patrons, Vice-Patrons, Honorary Members, Honorary Vice-Presidents and Club Members shall not have the right to vote. Every Ordinary Member entitled to attend and vote at a General Meeting shall have one vote in respect of each resolution proposed at a General Meeting.

49. Voting Procedure

At any General Meeting a resolution put to the vote of the meeting shall be decided by a show of hands, unless a poll is demanded by the chairman of the General Meeting or by at least one third of the Ordinary Members present and entitled to vote and voting. If a poll is demanded as aforesaid, it shall be taken in such manner as the chairman of the General Meeting directs. In addition to his own vote, the chairman of the meeting in the General Meeting shall have a second or casting vote in case of an equality of votes. Voting by proxy shall not be allowed.

50. Majority

Subject to the provisions of the Ordinance, all Special Resolutions shall be passed by not less than three-fourths (75%) of the votes cast by such members present and voting.

51. Validity

All resolutions passed at any General Meeting for which due notice has been given or to which Article 57 applies shall be binding on all Members.

52. Minutes

Minutes of all General Meetings shall be prepared and circulated to all Committee members within one month of the meeting being concluded. Minutes shall be made available to other Members upon request.

Accounts

53. Books

Proper books of account shall be kept for a minimum of 7 years. In particular, proper records shall be kept of:

1. All sums of money received and expended by the Association.
2. All sales and purchases of goods and services by the Association;
3. The assets and liabilities of the Association.

The keeping of proper books includes keeping such books of account as are necessary to give a true and fair view of the state of affairs of the Association and to explain transactions. The books of account shall be kept at the registered office of the Association and shall be made available for inspection by the members of the Committee upon request.

54. Banking

Funds of the Association in excess of HK\$3,000 shall be deposited with a bank designated by the Committee. Any two of the President, Secretary, Treasurer or Vice-President shall jointly sign all cheques of the Association and shall jointly approve any other withdrawal, provided that they are not members of the same family or an extended family.

55. Audit

Auditors shall be appointed and their duties regulated in accordance with the provisions of the Ordinance.

Notices

56. Service

A notice shall be served by the Association upon any Member by personal delivery or by sending it through the post to the address of the Member appearing in the Register of Members (which shall be an address in Hong Kong) or by facsimile transmission or by e-mail or via the Internet. In the case of the service of notice by post, it shall be deemed to have been served on the third day following that on which the letter containing the same is put in the post and in the case of a facsimile transmission or e-mail shall be deemed to have been served at the time of despatch. The Association reserves the right to serve all notices upon its Members only by e-mail or via the internet, and the Association shall have no responsibility to contact a Member individually via another medium once a notice is posted via the internet, or is sent to the email address provided by such Member, or if such Member fails to provide the

Association with a current and valid e-mail address. Each Member shall be responsible for providing and updating the Association with his current and valid e-mail address.

57. Accidental Omission

The accidental omission to give notice of a meeting or to send any other document to any Member entitled to receive such notice or document or the non-receipt of any such notice or document which has been duly sent, shall not in any way invalidate any resolution passed or the proceedings at any meeting.

58. Period

Where a period of notice is required to be given, the notice period shall be exclusive both of the day on which it is served and of the day on which any action assessing from the notice shall commence.

59. Entitlement

Every Member shall be entitled to receive one copy of every general notice and newsletter as issued by the Association to its Members.

General

60. Indemnity

Subject to the provisions of Section 165 of the Ordinance, if any prosecution, action or suit at law be commenced against any Member, employee or agent of the Association for anything done in the due and proper discharge of their duties on behalf of the Association, such party or persons shall be defended and indemnified by and at the cost of the Association from all damages, costs and expenses which may be incidental to or resulted from such prosecution, action or suit at law and the property and funds of the Association may be applied for such purposes as directed by the Committee, provided that no part of such funds shall be applied either directly or indirectly in payment of the whole or part of any fine or penalty imposed upon any such party by sentence or order of a Court of Justice, except at the discretion of the Committee.

61. Seal Affixation

The Seal shall not be affixed to any document except by the authority of a resolution of the Committee. The Committee may from time to time make regulations regarding the use and affixing of the Seal. Unless such regulations are made all documents requiring the Seal to be affixed thereto shall be signed by any two of the President, Secretary, Treasurer or Vice-President.

62. Patrons, Vice-Patrons & Honorary Vice-Presidents

The Association may adopt Patrons, Vice-Patrons and Honorary Vice-Presidents. The Patron is likely to be a public figure, who is prepared to act as a figurehead on behalf of the Association. A Vice-Patron is likely to be an influential individual, who is prepared to act as an ambassador on behalf of the Association. A Honorary Vice-President is likely to be a prominent public figure who is willing to offer an unconditional donation of say one million Hong Kong dollars or above to the Association for furtherance of its objects. It is also likely, though not absolutely necessary, that a Patron or Vice-Patron shall donate a sum of money to the Association in order that it may further the pursuit of its objects. A Patron or Vice-Patron or Honorary Vice-President shall not take any part in the management of the Association.

63. Miscellaneous

1. Any questions as to the interpretation or execution of the foregoing Articles of Association and the By-laws shall be referred to the Appeals Committee whose views or decisions on any point or issue shall be final and binding on Members provided that any recommendation made by the Appeals Committee to vary, repeal or supplement any provisions of the Articles of Association and/or the By-laws, such variation, repeal or addition shall only be made and approved by Special Resolutions.

2. The Chinese translation of this document is for reference only. It shall not apply to the interpretation of the Memorandum and Articles of Association. The English version shall prevail for all purposes.