

MEMORANDUM
AND
ARTICLES OF ASSOCIATION
OF
THE HONG KONG SCHOOLS SPORTS FEDERATION
(香港學界體育聯會)

Incorporated on the 4th day of July, 1997

HONG KONG

Incorporated on 4th July 1997 as a limited company and
revised on 30th June 1998, 2nd December 1998, 5th July 2001, 8th July 2002,
5th July 2004, 12th July 2005 & 7th July 2010
依據香港公司條例於一九九七年七月四日註冊成為有限公司，
並於一九九八年六月三十日、一九九八年十二月二日、
二零零一年七月五日、二零零二年七月八日、
二零零四年七月五日、二零零五年七月十二日及二零一零年七月七日作出修改

By-Laws on Elections, Registration of Students,
Participations and Penalties, Appeals and Meetings are printed on pages 26 - 36
本會各項附則、包括選舉、會員註冊、參賽須知，上訴及會議等列印於第26頁至36頁

**MEMORANDUM OF ASSOCIATION
OF
THE HONG KONG SCHOOLS SPORTS FEDERATION**

(香港學界體育聯會)

(Company Limited by Guarantee and not having a Share Capital)

1. The name of the Company is “The Hong Kong Schools Sports Federation (香港學界體育聯會)” (“the Federation”).
2. The registered office of the Federation will be situated in Hong Kong.
3. The Objects for which the Federation is established are :-
 - (a) (i) To take over the management, assets and liabilities of three unincorporated associations namely “Hong Kong Schools Sports Council”
“Hong Kong Schools Sports Association”
“New Territories Schools Sports Association”
 - (ii) To uphold the principle that all school sports, including interport and international school sports, shall be controlled by the Federation.
 - (iii) To enhance and organize school sports activities, and to raise standard of such activities.
 - (iv) To ensure that all school sports are organised on a basis of amateurism, free from racial religious and political issues.
 - (v) To ensure that rules of eligibility in competitions and rules of sports are observed by all members.
 - (vi) To control the selection of Hong Kong representation at regional & international competitions.
 - (vii) To affiliate with local and overseas sports federations like Sports Federation & Olympic Committee of Hong Kong, China, Asian Schools Sports Federation, International School Sport Federation, Asian Schools Football Federation etc.
 - (viii) To foster the spirit of sportsmanship and friendly rivalry among members.
- (b) To purchase, take on lease or in exchange, to hire or otherwise acquire in Hong Kong or elsewhere any real or personal property or any rights or interests therein which the Federation may think necessary or convenient for effectuating any of its objects or purposes.
- (c) Only in furtherance of the objects of the Federation but not otherwise to work, use, maintain, improve, allot, surrender, lease, dispose of or otherwise deal with all or any part of the property of the Federation.
- (d) Only in furtherance of the objects of the Federation but not otherwise to purchase, take on lease or in exchange, hire or otherwise acquire any equipment, plant, machinery, furniture, fixtures, fittings, chattels and goods of any nature or description which may be necessary or conveniently used in connection with fulfilling the objects of the Federation, and to or otherwise dispose of the same.
- (e) To accept any gift of property, whether subject to any special trust or not, for any one or more of the objects of the Federation.
- (f) To take such steps by personal or written appeals, public meetings or otherwise as may be deemed expedient for the purpose of procuring contributions to the funds of the Federation, in the form of donations, subscriptions or otherwise.

- (g) To promote, give, support or hold either alone or in conjunction with any other corporation, association, club or person any dinner, meeting, competition, exhibition, sporting activities, concerts, entertainment and performance of any kind with a view to furthering the Federation's objects and the raising of money for the purposes of the Federation and to authorize, give, contribute to and distribute prizes, awards and bonuses in connection therewith.
- (h) Only in furtherance of the objects of the Federation but not otherwise to borrow, raise and give security for money in such manner as the Federation may think fit, and for that purpose to purchase, redeem or pay off any such securities.
- (i) To invest and deal with the monies of the Federation not immediately required for its purposes in such manner as may from time to time be determined by the Federation.
- (j) To prepare, print and publish and distribute any newspapers, periodicals, books, circulars, leaflets or other literature which the Federation may think desirable for the promotion of its objects.
- (k) To make known by way of advertisement or in any other way the objects of the Federation or any analogous activities, courses or projects which the Federation may desire to sponsor or support.
- (l) To enter into any arrangements or contracts with any governments or authorities, municipal, local or otherwise or any person or company that may be conducive to the objects of the Federation or any of them, and to obtain from any such government, authority, person or company any rights, privileges and concessions which the Federation may think desirable to obtain and to carry out, exercise and comply with any such arrangements, contracts, rights, privileges and concessions.
- (m) To comply with any enactment of the Government or Ordinance for enabling the Federation to carry out any of its objects for any other purpose which may seem expedient and to oppose any proceedings or applications which may seem calculated directly or indirectly to prejudice the Federation's interests.
- (n) To establish relationships with, to support, to promote or assist in establishing or promoting, to subscribe to or become a member of, to support, to amalgamate with or to enter into any partnership with, any charitable association, club or company whose objects are similar to the objects of the Federation or the establishment or the promotion of which may be beneficial to the Federation and only if the said institutions have restriction on distribution of income and dividends to members to an extent as imposed in this Memorandum.
- (o) To co-operate with any associations or clubs having objects similar to the objects of the Federation in any way which the Federation shall think proper and to enter into or adopt any agreement or arrangement with such associations or clubs.
- (p) To purchase or otherwise acquire and undertake all or any part of the property, liabilities and engagements of any charitable organization, club or company having objects altogether similar to those of the Federation.
- (q) To undertake and execute any trusts which may lawfully be undertaken by the Federation and may seem directly or indirectly conducive to any of the objects of the Federation.
- (r) To support and subscribe to any local or other charities and to grant donations for any charitable public purposes and to give gratuity, pension or allowance or charitable aid on retirement to any servant or the dependents of any servant of the Federation and to make payments or contributions to any fund or insurance for the purchase or provision of any such gratuity, pension or allowance.
- (s) To do all such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.

Provided that :-

- (i) In case the Federation shall take or hold any property which may be subject to any trusts, the Federation will only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
 - (ii) The objects of the Federation shall not extend to the regulation of relations between workers and employers or organizations of workers and organizations of employers.
 - (iii) The powers set forth in the Seventh Schedule of the Companies Ordinance (Cap. 32) are hereby excluded.
4. (a) The income and property of the Federation, wheresoever derived, shall be applied solely towards the promotion of the objects of the Federation as set forth in this Memorandum of Association.
- (b) Subject to (d) and (e) below, no portion of the income and property of the Federation shall be paid or transferred directly or indirectly by way of dividend, bonus, or otherwise howsoever, to the members of the Federation.
- (c) No member of the Board, the Councils, the Area/Regional Committees or the governing bodies appointed by them shall be appointed to any salaried office of the Federation, or any office of the Federation paid by fees and no remuneration or other benefit in money or money's worth (except as provided in (e) below) shall be given by the Federation to any person referred hereinbefore.
- (d) Nothing herein shall prevent the payment, in good faith, by the Federation of reasonable and proper remuneration to any officer or servant of the Federation, or to any member of the Federation not being a member of the Board, the Councils, the Area/Regional Committees or the governing bodies appointed by them in return for any service actually rendered to the Federation.
- (e) Nothing herein shall prevent the payment, in good faith, by the Federation
- (i) to any member of the Board, the Councils, the Area/Regional Committees or the governing bodies appointed by them of out-of-pocket expenses;
 - (ii) of interest on money lent by any member of the Federation or the Board, the Councils, the Area/Regional Committees or the governing bodies appointed by them at a rate per year not exceeding two per cent (2%) above the prime rate established for the time being by the Hong Kong and Shanghai Banking Corporation Limited for Hong Kong dollars loans;
 - (iii) of reasonable and proper rent for premises demised or let by any member of the Federation or the Board, the Councils, the Area/Regional Committees or the governing bodies appointed by them;
 - (iv) of remuneration or other benefit in money or money's worth to a body corporate in which a member of the Federation or the Board, the Councils, the Area/Regional Committees or the governing bodies appointed by them is interested solely by virtue of being a member of that body corporate by holding not more than one-hundredth part of its capital or controlling not more than a one-hundredth part of its votes.
- (f) No person shall be bound to account for any benefit he may receive in respect of any payment properly made in accordance with (d) and (e) above.
5. The liability of the members is limited.

6. Every member, elected member of the Board, the Councils and the Area/Regional Committees of the Federation undertakes to contribute to the assets of the Federation, in the event of its being wound up while he is a member, or within one year after he ceased to be a member, for payment of the debts and liabilities of the Federation contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding HK\$100.00.
7. If upon the winding up or dissolution of the Federation there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Federation, but shall be given or transferred to some other institution or institutions, having objects similar to the objects of the Federation and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Federation under or by virtue of Clause 4 hereof, such institution or institutions to be determined by the members of the Federation at or before the time of dissolution and in default thereof by a Judge of the High Court of the Hong Kong Special Administrative Region having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.
8. The Federation shall not form a subsidiary or hold a controlling interest in another body corporate, unless the formation of such a subsidiary or the holding of such a controlling interest has previously been approved by the Registrar of Companies in writing.

We, the several persons, whose names, addresses and descriptions are hereto subscribed, are desirous of being formed into a Company in pursuance of this Memorandum of Association.

| Names and Address of Subscribers | | |
|---|--|--------------------------------------|
| 1. St. Stephen's College 22 Tung Tau Wan Road Stanley Hong Kong | Mr. Yip Jing Ping (Headmaster) | 聖士提反書院 Signed..... |
| 2. CMA Prevocational School 298 Nam Cheong Street Kowloon | Mr. Fan Kam Ping (Headmaster) | 香港中華廠商聯合會職業先修中學 Signed..... |
| 3. Heep Yunn School 1 Farm Road Kowloon | Miss Cheng Wai Sim (Sportsmistress) | 協恩中學 Signed..... |
| 4. Pui Ching Middle School 20 Pui Ching Road Kowloon | Mr. Cheng Sing Yip (Headmaster) | 香港培正中學 Signed..... |
| 5. Maryknoll Technical Secondary School 45 Choi Ha Road Jordan Valley Kowloon | Mr. Sung Wan Lung (Teacher) | 瑪利諾工業中學 Signed..... |
| 6. S.K.H. Lui Ming Choi Memorial Primary School 31 Ka Wai Man Road Hong Kong | Mr. Lee Siu Tin (Headmaster) | 聖公會呂明才紀念小學 Signed..... |
| 7. S.K.H. Ching Shan Primary School Choi Hung Estate Kowloon | Mr. Lai Man (Headmaster) | 聖公會靜山小學 Signed..... |
| 8. Wah Yan College, Hong Kong 281 Queen's Road East Hong Kong | Mr. Ip Fuk Wah (Teacher) | 香港華仁書院 Signed..... |
| 9. Island School 20 Borrett Road Hong Kong | Mr. Derek Anthony Bailey (Teacher) | 港島學校 Signed..... |
| 10. Maryknoll Convent School 5 Ho Tung Road Kowloon | Miss Chau Siu Hung (Sportsmistress) | 瑪利諾書院 Signed..... |
| 11. North Point Kai-Fong Association Madam Chan Wai Chow Memorial School 82 Marble Road North Point Hong Kong | Mr. Tsang Fan Kwong (Headmaster) | 北角街坊會陳維周夫人紀念學校 Signed..... |
| 12. S.K.H. St. Micheal's Primary School 23 Fortress Hill Road North Point Hong Kong | Mr. Fung Ka Ching (Headmaster) | 聖公會聖米迦勒小學 Signed..... |

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| 13. Women's Welfare Club Western District, Hong Kong Tang Shiu Kin Primary School Estate No. 3, Wong Chung Hang Estate Aberdeen Hong Kong | Mr. Ko Kam Cheung (Headmaster) | 香港西區婦女福利會鄧肇堅小學 Signed..... |
| 14. Five Districts Business Welfare Association Yan Kow School School No. 2, Ping Shek Estate Kowloon | Mr. Wong Kwong Long (Headmaster) | 五邑甄球學校 Signed..... |
| 15. S.K.H. Kei Oi Primary School 15 Kwong Lee Road Li Cheng Uk Kowloon | Mr. Tang Chee Shing (Headmaster) | 聖公會基愛小學 Signed..... |
| 16. Po Yan Catholic Primary School Block 22, Tung Tau Estate Kowloon | Mr. Fung Kwong Chung (Headmaster) | 溥仁小學 Signed..... |
| 17. St. Joseph's Primary School 48 Wood Road Wanchai Hong Kong | Mr. Yung Ying Cheuk (Headmaster) | 聖若瑟小學校 Signed..... |
| 18. Ku Tung Public Oi Wah School P.O. Box 8, Sheung Shui N. T. | Mr. Cheung Wai Chung (Headmaster) | 古洞公立愛華學校 Signed..... |
| 19. Hong Kong Taoist Association Tang Hin Memorial Secondary School Choi Yuen Estate, Sheung Shui N. T. | Mr. Poon Huen Wai (Headmaster) | 香港道教聯合會鄧顯紀念中學 Signed..... |
| 20. Tung Wah Group of Hospitals Yow Kam Yuen Prevocational School Area 14J, City One Shatin N. T. | Mr. Chan Ying Tai (Headmaster) | 東華三院邱金元職業先修學校 Signed..... |
| 21. MFBM Chan Lui Chung Tak Memorial College Tin Shui Estate, Tin Shui Wai Yuen Long N. T. | Mr. Fong Chai Man (Headmaster) | 妙法寺陳呂重德紀念中學 Signed..... |
| 22. San Wui Commercial Society Secondary School Leung King Estate Tuen Mun N. T. | Mr. Lam Chi Hung (Headmaster) | 新會商會中學 Signed..... |
| 23. Po Leung Kuk Yao Ling Sun College Shek Wai Kok Estate Tsuen Wan N. T. | Mr. Yiu Kai Wing (Headmaster) | 保良局姚連生中學 Signed..... |

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| 24. CNEC Christian College 6 Lei Pui Street Kwai Chung N. T. | Mr. Lau Yan Tak (Headmaster) | 中華傳道會安柱中學 Signed..... |
| 25. New Territories Women & Juveniles Welfare Association Leung Sing Tak Primary School Tai Yuen Estate Tai Po N. T. | Mr. Sung Ping Chung (Headmaster) | 新界婦孺福利會有限公司梁省德學校 Signed..... |
| 26. Tin Sum Valley Public School Area 2A, Lung Hang Estate Shatin N. T. | Mr. Yeung Hoi Cheung (Headmaster) | 田心谷六村公立小學 Signed..... |
| 27. Lok Sin Tong Lau Tak Primary School Po Lam Estate Tseung Kwan O N. T. | Mr. Hung Kui Ling (Headmaster) | 樂善堂劉德學校 Signed..... |
| 28. Yuen Long Public Middle School Alumni Association Primary School Town Park Road North Shui Ngau Leng, Yuen Long N. T. | Mr. Keung Wai Wing (Headmaster) | 元朗公立中學校友會小學 Signed..... |
| 29. Yan Tak Catholic Primary School Estate Primary School No. 2 Butterfly Estate Tuen Mun N.T. | Mr. Wong Kin Ming (Headmaster) | 仁德天主教小學 Signed..... |
| 30. Wing Chor School 112 Tai Ping Street Tai O N. T. | Mr. Leung Wai Pui (Headmaster) | 永助學校 Signed..... |
| 31. Kwok Man School Tung Wan Cheung Chau N. T. | Mr. Lau Hon Wing (Headmaster) | 國民學校 Signed..... |
| 32. Tsuen Wan Public School Shek Wai Kok Estate Tsuen Wan N. T. | Mr. Tsang Yee Hing (Headmaster) | 荃灣公立學校 Signed..... |
| 33. Sir Robert Black College of Education Past Students' Association Lee Yat Ngok Memorial School Estate School No. 1 Kwai Shing West N. T. | Mr. Fung Man Hin (Headmaster) | 柏立基教育學院校友會李一譔紀念學校 Signed..... |

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| 34. Tung Wah Group of Hospitals Wong See Sum Primary School Cheung On Estate Tsing Yi N. T. | Mr. Ngai Hing (Headmaster) | 東華三院黃士心小學 |Signed..... |
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Witness to the above signatures :-

(Sd) Henry Ka-shi Ho
Solicitor
2nd floor
Tak Woo House
17-19 D'Aguiar Street
Central
Hong Kong

**ARTICLE OF ASSOCIATION
OF
THE HONG KONG SCHOOLS SPORTS FEDERATION
(香港學界體育聯會)**

(Company Limited by Guarantee and not having a Share Capital)

INTERPRETATION

1.1 In these Articles, unless there is something in the subject or context inconsistent therewith :-

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| "Annual General Meeting" | means the yearly general meeting of the members of the Federation. |
| "Articles" | means the Articles of Association from time to time of the Federation. |
| "Federation" | means the above-named The Hong Kong Schools Sports Federation (香港學界體育聯會) |
| "Auditor" | means the person(s) or firm appointed auditor of the Federation for the time being. |
| "Board" | means the elected officers of the Board. |
| "Council" | means the elected officers of the Council. |
| "Extraordinary General Meeting" | means a general meeting of the members of the Federation other than the annual general meeting. |
| "Area/Regional Committees" | means Committees formed on area or regional basis with the autonomy of organization of inter-school programs within their own district or region. |
| "Rules" | includes By-Laws and Regulations. |
| "Semi-Annual Meeting" | means an informal meeting to be held in between two successive annual general meetings and to be attended by Board members. |
| "General Meeting" | means a general meeting of the members of the Federation whether annual or extraordinary. |
| "Members" | means the member schools of the Federation for the time being entered in the Members' Register. |
| "Month" | means calendar month. |
| "Ordinance" | means the Companies Ordinance, Chapter 32 of the laws of Hong Kong and all statutory modifications or amendments thereof for the time being in force. |
| "Members' Register" | means the register of all members of Federation to be kept pursuant to the Ordinance. |

"In writing" and "writing" shall include printing, typing, lithography, telex, facsimile transmission and other modes of reproduction and representation of words in a visible form.

Where appropriate words importing the singular number shall include the plural and words importing the feminine shall include the masculine and neuter and the converse shall also apply in each case, save where otherwise indicated by the content of these Articles.

These Articles shall be construed with reference to the provisions of the Ordinance and subject as aforesaid the terms used in these Articles shall be taken as having the same respective meanings as they have when used in the Ordinance PROVIDED THAT in the event of a conflict between the terms of the Ordinance in the interpretation of a term used in these Articles the former shall prevail.

The Articles of Association shall govern the internal affairs of the Federation and its relationship with members.

NUMBER OF MEMBERS

- 2.1 The number of members shall be limited to 1500. The Board may, when they think fit, create any class or classes of members and determine the rights, privileges and benefits of any new class of members which are subject to endorsement of the Federation in general meeting.
- 2.2 The Subscribers of the Memorandum of Association and such officers nominated by the Director of Education shall be members of the Federation.

PURPOSES

- 3.1 The Association is established for the objects expressed in the Memorandum of Association.

MEMBERSHIP

- 4.1 Membership is open to schools registered with the Education Bureau and interested in the objects of the Federation.
- 4.2 Each school, desirous of being admitted to membership shall submit an application in writing to the Federation in such form as the Board may from time to time prescribe. The first members of the Federation shall be the Subscribers of the Memorandum of Association as listed below:-

1. Mr. Yip Jing Ping, Luke (葉敬平), Headmaster of St. Stephen's College
2. Mr. Fan Kam Ping (范錦平), Headmaster of CMA Prevocational School
3. Miss Cheng Wai Sim (鄭惠嫻), Sportsmistress of Heep Yunn School
4. Mr. Cheng Sing Yip (鄭成業), Headmaster of Pui Ching Middle School
5. Mr. Sung Wan Lung (宋雲龍), Teacher of Maryknoll Technical Secondary School
6. Mr. Lee Siu Tin (李嘯天), Headmaster of S.K.H. Lui Ming Choi Memorial Primary School
7. Mr. Lai Man (黎敏), Headmaster of S.K.H. Ching Shan Primary School
8. Mr. Ip Fuk Wah (葉福華), Teacher of Wah Yan College, Hong Kong
9. Mr. Derek Anthony Bailey, Teacher of Island School
10. Miss Chau Siu Hung (周小紅), Sportsmistress of Maryknoll Convent School
11. Mr. Tsang Fan Kwong (曾繁光), Headmaster of North Point Kai-Fong Association Madam Chan Wai Chow Memorial School
12. Mr. Fung Ka Ching (馮家正), Headmaster of S.K.H. St. Micheal's Primary School
13. Mr. Ko Kam Cheung (高錦祥), Headmaster of Women's Welfare Club Western District, Hong Kong Tang Shiu Kin Primary School
14. Mr. Wong Kwong Long (黃光朗), Headmaster of Five Districts Business Welfare Association Yan Kow School
15. Mr. Tang Chee Shing (鄧志成), Headmaster of S.K.H. Kei Oi Primary School
16. Mr. Fung Kwong Chung (馮光中), Headmaster of Po Yan Catholic Primary School
17. Mr. Yung Ying Cheuk (容英焯), Headmaster of St. Joseph's Primary School
18. Mr. Cheung Wai Chung (張衛中), Headmaster of Ku Tung Public Oi Wah School
19. Mr. Poon Huen Wai (潘萱蔚), Headmaster of Hong Kong Taoist Association Tang Hin Memorial

Secondary School

20. Mr. Chan Ying Tai (陳英弟), Headmaster of Tung Wah Group of Hospitals Yow Kam Yuen Prevocational School

21. Mr. Fong Chai Man (方濟民), Headmaster of MFBM Chan Lui Chung Tak Memorial College

22. Mr. Lam Chi Hung (林志鴻), Headmaster of San Wui Commercial Society Secondary School

23. Mr. Yiu Kai Wing (姚啟榮), Headmaster of Po Leung Kuk Yao Ling Sun College

24. Mr. Lau Yan Tak (樓恩德), Headmaster of CNEC Christian College

25. Mr. Sung Ping Chung (宋平中), Headmaster of New Territories Women & Juveniles Welfare

Association Ltd. Leung Sing Tak Primary

School

26. Mr. Yeung Hoi Cheung (楊開將), Headmaster of Tin Sum Valley Public School

27. Mr. Hung Kui Ling (熊鉅靈), Headmaster of Lok Sin Tong Lau Tak Primary School

28. Mr. Keung Wai Wing (姜渭榮), Headmaster of Yuen Long Public Middle School Alumni Association Primary School

29. Mr. Wong Kin Ming (黃健明), Headmaster of Yan Tak Catholic Primary School

30. Mr. Leung Wai Pui (梁偉培), Headmaster of Wing Chor School

31. Mr. Lau Hon Wing (劉漢榮), Headmaster of Kwok Man School

32. Mr. Tsang Yee Hing (曾式慶), Headmaster of Tsuen Wan Public School

33. Mr. Fung Man Hin (馮文顯), Headmaster of Sir Robert Black College of Education Past Students' Association Lee Yat Ngok Memorial School

34. Mr. Ngai Hing (魏興), Headmaster of Tung Wah Group of Hospitals Wong See Sum Primary School

4.3 The affairs of the Federation shall be managed by the Board.

4.4 Each member shall, at the date of the commencement of and at all times during the continuation of such membership, in addition to any relevant requirements of these Articles, fulfill :-

(a) all the requirements and criteria as to eligibility for membership and otherwise; and

(b) all obligations as to conduct and otherwise;

which are provided for in the By-Laws for the regulation of the Federation as the Board may make subject to the terms of these Articles from time to time .

4.5 The members of the Federation are to be divided into 2 categories :-

(a) Primary School

(b) Secondary School

4.6 The members shall pay an admission and a subscription fee of such amount as the Federation may determine from time to time.

4.7 All annual subscription shall become due and payable between 15th June and 31st August each year. Members joining the Association after the first day of September in any year shall nevertheless be liable to pay full annual subscription for that year.

4.8. Any member failing to pay the annual subscription before September 1st shall be automatically ceased to be a member of the Federation. Any former member wishing to re-join the Federation shall be treated as new applicant.

4.9 The rights, privileges and benefits of each member shall be to the member itself. They shall not be transferable by its own act or by operation of law.

4.10 The Federation's financial year shall end on 31st March each year.

MEMBERSHIP

- 5.1 Membership of the Federation shall be limited to approved primary and secondary schools registered with the Education Bureau (formerly known as Education and Manpower Bureau). Schools applying for membership must have an academic course of not less than 20 hours per week for a secondary school and 18 hours per week for a primary school for each of their students. Applications from schools other than those registered in the Education Bureau (formerly known as Education and Manpower Bureau) under the categories of Government, English School Foundation, Aided and Direct Subsidy Scheme will be considered on individual basis depending on the nature of the school.
- 5.2 When a school is comprised of two or more branch schools, the Board shall have power to require such branch schools to be registered as one school or as separate schools for the purpose of inter-school competitions.
- 5.3 Application for membership must be made in writing to the Secretary of the Federation.
- 5.4 No school shall become a member of the Federation unless its application is approved by the Board or its authorized Sub-Committee.
- 5.5 The Board shall have the exclusive power in determining the admission of membership to the Federation.

RESIGNATION

- 6.1 Any member may resign its membership by giving to the Secretary 7 days notice in writing to that effect subject to the payment of any money which such member shall have agreed to pay to the Federation prior to the date of such resignation.
- 6.2 A member having resigned from the Federation and wishing to rejoin must make application for admission under these Articles, unless the Board shall otherwise decide.

EXPULSION AND SUSPENSION

- 7.1 The Board shall have the exclusive power to suspend or expel any member which is found guilty of any misconduct, and/or violation of the Memorandum, Articles, By-Laws, Regulations or Rules of the Federation. A member who has been expelled on a decision of the Board shall have a right to appeal to the Federation in a general meeting.

LOSS OF RIGHTS

- 8.1 Any member expelled in accordance with these Articles, or otherwise ceasing to be a member of the Federation, shall forfeit all right to and claim upon the Federation or its property or funds but shall remain liable for any outstanding fees or charges due from the member at the date of expulsion or cessation.

SECRETARY

- 9.1 The Secretary General of the Federation shall also be the Secretary of the Board. The first Secretary of the Federation shall be Mr. Chiang Tak-cheung and he shall be Secretary of the Federation until further resolution of the Board of the Federation.

THE FIRST MEMBERS OF THE BOARD

- 10.1 The first members of the Board shall be nominated by the Subscribers to the Memorandum of Association at their first meeting. The quorum of this meeting shall be at least half of the Subscribers as listed in Article 4.2. The first members of the Board shall retire upon the formation of the Board as stipulated in Article 12.2 (A).

ORGANIZATIONAL STRUCTURE

- 11.1 The Federation shall be an independent organization governed by its own Memorandum, Articles and Rules. It shall have its independence and absolute right of self-government and shall co-operate with other sports associations and federations for the furtherance of amateur sports in Hong Kong. The Federation may, from time to time, be affiliated to such national sports bodies as it shall deem fit.

The affairs of the Federation shall be controlled by the Board. There shall be a Secondary School Sports Council, with Area/Regional Committees and Sports Management Committees responsible for the organization of secondary school sports; a Primary School Sports Council, with Area/Regional Committees and Sports Management Committees responsible for the organization of primary school sports; and an External School Sports Committee, with Sports Management Committees responsible for the organization of inter-port, international and all other issues relating to external school sports. The Board shall also have power to co-opt suitable persons to form various sub-committees for specific purposes of the Board.

ADMINISTRATION

12.1 Honorary Members of the Federation

The Board of the Federation shall have the discretion to appoint officers of its members upon their retirement or other prominent persons of the community who in the opinion of the Board have made valuable contributions in the promotion of school sports, to be Patron, Vice Patrons, Honorary Presidents or Honorary Advisers of the Federation. All Honorary Members including Patron, Vice-Patrons, Honorary Presidents and Honorary Advisers shall have no right to vote nor have any executive function.

There shall be a number of Honorary Presidents. Except for those who have served as Board Chairmen of the Federation or Chairmen of the previous Hong Kong Schools Sports Association and New Territories Schools Sports Association whose appointment shall be for life, the term of appointment for other Hon. Presidents shall be 2 years and be decided at annual general meetings

There shall be a number of Honorary Advisers. The term of appointment shall be 2 years and be decided at annual general meetings.

12.2 The Board

(A) Membership

Unless otherwise determined by the Federation in general meeting, the Board shall consist of 15 members appearing as follows :

- 4 members including the Chairman from the Secondary School Sports Council (SSSC)
- 4 members including the Chairman from the Primary School Sports Council (PSSC)
- 1 member (the Chairman) from the External School Sports Committee (ESSC)
- 3 members directly elected from amongst secondary schools
- 3 members directly elected from amongst primary schools

The Chairman and the Honorary Treasurer of the Board shall be elected amongst members at their first meeting after the annual general meeting of the Federation. The Chairman shall be a school head of a member. The Chairman of the SSSC and the Chairman of the PSSC, if not elected to be the Chairman, shall be Vice-Chairmen of the Board.

The SSSC shall consist of 22 members, which shall be elected from the 7 Area/Regional Committees. The

PSSC shall consist of 22 members which shall be elected from the 16 Area/Regional Committees. A person shall cease to be a member upon ceasing to be a representative of member school of the Federation. The direct election of 3 members of primary schools and the 3 members of secondary schools shall be conducted by post in advance of the annual general meeting of the Federation. To be eligible for direct election the candidate must be a representative of a member and has served in the Federation or the New Territories Schools Sports Association or the Hong Kong Schools Sports Association for at least 3 years. Directly elected members shall not hold office in the PSSC & SSSC. Should there be any vacancy in the Board, the SSSC or PSSC as the case may be shall nominate its member(s) to fill up such vacancy.

The Secretary General of the Federation shall serve as the Secretary of the Board of the Federation. He is not a member of the Board. All Board members shall have one vote in any meeting of the Federation including the annual general meeting and extraordinary general meeting.

The term of office for officers shall be 2 years. Membership of the Board shall be confined to representatives of members.

(B) Annual General Meeting

1. The Federation year shall begin on 1st September of each year and shall end on 31st August of the following year.
2. Notice of annual general meeting shall be forwarded to all members at least 28 days before the date of the annual general meeting.
3. The annual general meeting of the Federation shall be held on or before 15th July each year for the purpose of adopting reports from the Secretary General and the statement of account, balance sheets, the appointment of Honorary Presidents, and confirmation of 6 directly elected members to the Board of the Federation, consideration of the recommendations and proposals, including any amendments to the Memorandum and Articles submitted by the Board and the appointment of auditor.
4. No matter shall be considered at the annual general meeting unless due notice has been given in writing to the Secretary of the Federation at least 21 days before the annual general meeting. All matters shall be scrutinized by the Board before submission to the annual general meeting. The Secretary of the Federation shall inform all members at least 7 days before the annual general meeting of such matters together with the various reports.
5. All decisions made at the annual general meeting shall be binding to all members.
6. The quorum at the annual general meeting of the Federation shall be at least half of the Board members plus representatives from not less than 30 members. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the same day in next week, at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall form a quorum. The quorum shall preside throughout the meeting.
7. The Chairman of the annual general meetings, extraordinary general meetings and semi-annual meetings shall be one of the Honorary Presidents. The Board shall from time to time appoint an Honorary President to chair such meetings. Should the Honorary President so appointed not be present 10 minutes after the time appointed for the meeting, the Chairman of the Board shall chair the meeting. The Chairman of the meeting shall have a casting vote.
8. Unless otherwise specified, all motions in the agenda shall be passed or rejected by a majority of the voting members voting.
9. All general meetings other than annual general meetings shall be called extraordinary general meetings.

An extra-ordinary general meeting shall be called by the Board on receipt by the Secretary of the Federation a written request jointly signed by the Chairman of the SSSC and the Chairman of the PSSC. In addition an extraordinary general meeting shall also be called on requisition by members of the Federation representing not less than one-twentieth of all members having at the date of requisition a right to vote at general meetings. The notice for calling such extra-general meeting shall be 21 days exclusive of the day on which it is served or deemed to have served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business, and shall be given to all members in the same manner as notice for annual general meeting is served. The quorum required for the extraordinary general meeting shall be the same as those specified in Article 12.2 (B) 6.

(C) Power & Duties of the Board

1. The affairs of the Federation shall be controlled by the Board. The Board shall have power to make By-Laws, Regulations and Rules to regulate all matters. The By-Laws, Regulations and Rules when passed at the meetings of the Board shall be abided to by the SSSC, PSSC, ESSC, Area/Regional Committees, Sports Management Committees, Sports Convenors and all members. At any general meeting, it shall have the right to set aside any By-Laws, Regulations and Rules set by the Board.
2. The Board of the Federation shall have power to review and to decide on matters affecting the interests of the Federation when the Board shall deem necessary.
3. The meeting of the Board shall be chaired by the Chairman of the Board. The right to vote shall be confined to the members as defined in Article 12.2 (A). The Chairman shall have a casting vote.
4. The presence of 8 members of the Board excluding the Secretary General shall be deemed to be a quorum.

12.3 Secondary School Sports Council (SSSC)

(A) Membership of the Council

The SSSC shall consist of the following members :-

Chairman - who will also serve as Vice-Chairman of the Board

Vice-Chairman -

Members (20) - representatives elected from the various Area/Regional Committees

The Chairman and Vice-Chairman of the SSSC shall be elected at the first SSSC meeting. Members are representatives elected by the Area/Regional Committees. At the meeting 4 members including the Chairman shall be elected to represent the SSSC in the Board of the Federation, and 5 other members shall also be elected to serve on the ESSC.

Officers of the SSSC shall hold office for a term of 2 years.

Membership of the SSSC shall be confined to representatives of members. A person shall cease to be a member upon ceasing to be a representative of member school of the Federation.

(B) Powers and Duties

1. To maintain the policy as laid down by the Board on secondary school sports and to make regulations for the implementation of various secondary school sports competitions.
2. In consultation with the Board to uphold, reverse, or modify any decision of Area/Regional Committees concerning the suspension or the disqualification of any member secondary school, or individual student, for infringement of the Memorandum, Articles and Rules of the Federation.

3. To interpret the Articles and Rules governing secondary school sports.
4. To receive reports from Sports Convenors or Area/Regional Committees.
5. To invite representatives from the respective Area/Regional Committees to fill any vacancy in the SSSC.
6. To appoint Sub-Committees for special purposes as it shall deem fit. The membership of such Committees shall not be confined to members of the SSSC. Sub-Committees so formed shall in the exercise of their powers conform to any regulation that may be imposed on them by the SSSC.
7. To assist the ESSC in the running of international, interport and other related programs.
8. The presence of 12 members of the SSSC shall be deemed to be a quorum.
9. Upon the approval of the Board, decisions of the SSSC shall be binding on all Area/Regional Committees, Sports Management Committees, Sports Convenors and all member secondary schools.
10. At all meetings of the SSSC the Chairman, or in his absence, the Vice-Chairman shall chair the meeting. Should they both not be present 10 minutes after the time appointed for the meeting, the members present shall elect a temporary Chairman amongst themselves to chair the meeting.
11. The Chairman of the meeting shall have a casting vote.
12. Unless otherwise specified, all motions shall be passed or rejected by a majority of members present voting.

12.4 **Primary School Sports Council (PSSC)**

(A) Membership of the Council

The PSSC shall consist of the following members :-

- | | | |
|---------------|---|---|
| Chairman | - | who will also serve as Vice-Chairman of the Board |
| Vice-Chairman | - | |
| Members (20) | - | representatives elected from the various Area/Regional Committees |

The Chairman and Vice-Chairman of the PSSC shall be elected at the first PSSC meeting. Members are representatives nominated by the Area/Regional Committees. At the meeting 4 members including the Chairman shall be elected to represent PSSC in the Board of the Federation, and 5 other members shall also be elected to serve on the ESSC.

Officers of the PSSC shall hold office for a term of 2 years.

Membership of the PSSC shall be confined to representatives of member schools. A person shall cease to be a member upon ceasing to be a representative of member school of the Federation.

(B) Powers and Duties

1. To maintain the policy as laid down by the Board on primary school sports and to make regulations for the implementation of various primary school sports competitions.
2. In consultation with the Board to uphold, reverse, or modify any decision of Area/Regional Committees concerning the suspension or the disqualification of any member primary school, or individual student, for infringement of the Memorandum, Articles and Rules of the Federation.

3. To interpret the Articles and Rules governing primary school sports.
4. To receive reports from Sports Convenors or Area/Regional Committees.
5. To invite representatives from the respective Area/Regional Committees to fill any vacancy in the PSSC.
6. To appoint Sub-Committees for special purposes as it shall deem fit. The membership of such Committees shall not be confined to members of the PSSC. Sub-Committees so formed shall in the exercise of their powers conform to any regulation that may be imposed on them by the PSSC.
7. To assist the ESSC in the running of international, interport and other related programs.
8. The presence of 12 members of the PSSC shall be deemed to be a quorum.
9. Upon the approval of the Board, decisions of the PSSC shall be binding on all Area/Regional Committees, Sports Management Committees, Sports Convenors and all member primary schools.
10. At all meetings of the PSSC the Chairman, or in his absence, the Vice Chairman shall chair the meeting. Should they both not be present 10 minutes after the time appointed for the meeting, the members present shall elect a temporary Chairman amongst themselves to chair the meeting.
11. The Chairman of the meeting shall have a casting vote.
12. Unless otherwise specified, all motions shall be passed or rejected by a majority of members present voting.

12.5 External School Sports Committee (ESSC)

(A) Membership of the Committee

The ESSC shall consist of the following officers :-

Chairman - To be elected at its first meeting

Vice-Chairmen (2) - To be elected at its first meeting

Members (7)

The SSSC and PSSC shall each elect 5 persons to be members of the ESSC.

The Chairman and the 2 Vice-Chairmen shall be elected at the first meeting of the ESSC. As for the 2 Vice-Chairmen, one shall be from the PSSC and one from the SSSC.

(B) Powers and Duties

1. To maintain the policy as laid down by the Board on interport, international and all other related activities, including the training of Hong Kong representative teams.
2. To interpret the Articles and Rules governing international, interport and related school sports.
3. To consider and decide on any matter of immediate importance brought up by two-third of the members of the ESSC.
4. To receive reports from Hong Kong representative teams.
5. To invite representatives from the PSSC or SSSC to fill vacancies in the ESSC.

6. To co-opt persons to sit on the ESSC from members of the PSSC, SSSC, officers of the Education Department and others approved by the ESSC, and to form ad hoc committees or sports sub-committees to be responsible for competitions, training, selection of Hong Kong representative teams and other matters to be deemed necessary.
7. The presence of 6 members of the ESSC shall be deemed to be a quorum.
8. With the approval of the Board, decisions of the ESSC shall be binding to all members.
9. At all meetings of the ESSC the Chairman, or in his absence, one of the Vice Chairmen shall chair the meeting. Should the Chairman and Vice-Chairman not be present 10 minutes after the time appointed for the meeting, the members present shall elect a temporary Chairman amongst themselves to chair the meeting.
10. The Chairman of the meeting shall have a casting vote.
11. Unless otherwise specified, all motions shall be passed or rejected by a majority of members present voting.

12.6 Area/Regional Committees

(A) Membership

There shall be a number of Area/Regional Committees responsible for inter-school sports competitions within their Area/Region. Each of those Committees shall consist of 11 to 31 members as follows :-

Chairman

Vice-Chairman (1-4)

Honorary Secretary

Honorary Treasurer

Members (4 - 24) - each be responsible for the organization of a specific sport competition within the Area

The Chairman, and all other officers may be elected at the respective Area/Regional Committee annual general meeting, or in the alternative only members are elected at the annual general meeting and they, the members, shall elect amongst themselves a Chairman and other officers of the Area/Regional Committee at their first Committee meeting following the annual general meeting.

There shall be honorary members (Honorary President, Honorary Vice-Presidents and Honorary Advisers), and President and Vice-Presidents to be appointed by individual Area/Regional Committees, depending on their needs. Their term of office is 2 years. A person shall cease to be a member upon ceasing to be a representative of member school of the Federation.

(B) Annual General Meeting

1. Notice of annual general meeting of Area/Regional Committee shall be forwarded to all members within the Area at least 28 days before the date of the annual general meeting.
2. The annual general meeting of Area/Regional Committee shall be held on or before 31st May each year for the purpose of adopting the report of the Honorary Secretary, election of officers of the Committee, endorsing the financial statement, election of representative to the Primary School Sports Council or the Secondary School Sports Council and considering recommendations submitted by the respective Area/Regional Committee. The report and recommendations submitted by the Area/Regional Committee

shall be forwarded to members 7 days before the date of annual general meeting.

3. Upon the approval of the PSSC or SSSC, decisions made at the annual general meeting of an Area/Regional Committee shall be binding to all members of that Area/Regional Committee.
4. Members of the Committee and appointed representative from members shall be entitled to vote at the annual general meeting. Each member can only appoint its own teacher as a voting representative to attend the annual general meeting.
5. The President or the Chairman of the Area/Regional Committee shall be the Chairman of the annual general meeting. Should the Chairman not be present 10 minutes after the time appointed for the meeting, the Vice-Chairman shall chair the meeting. Should both the Chairman and Vice-Chairman not be present, the Honorary Secretary shall chair the meeting.
6. The Chairman of the SSSC or the PSSC shall be invited to attend the Area/Regional Committee annual general meetings.
7. Unless otherwise specified, all motions in the Agenda shall be passed or rejected by a majority of members present voting.
8. No matter shall be considered at the annual general meeting unless due notice has been given in writing to the Honorary Secretary of the Committee at least 14 days before the meeting. All matters shall be scrutinized by the Area/Regional Committee before presenting them to the annual general meeting.
9. The quorum at the annual general meeting shall be at least one third of the total number of members of the Area/Regional Committee. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved; in any other case, it shall stand adjourned to the same day in next week, at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall form a quorum.
10. An extraordinary general meeting shall be called by the Area/Regional Committee on receipt of a written request signed by half of the members, and only matters for which it is called may be discussed.

(C) Powers and Duties

1. To maintain the policy as laid down by the Board on members of the Federation, and to make regulations for the implementation of various school sports competition.
2. In consultation with the Board and PSSC or SSSC to decide on matters concerning the suspension or disqualification of any member, or individual student for breach of the Memorandum, Articles and Rules of the Federation.
3. To interpret the Articles and Rules governing Area/Regional school sports.
4. To consider and decide on any matter of immediate importance brought up by two-third of the members of the Committee.
5. To appoint or elect Sports Convenors and to form Sports Management Committees.
6. To receive reports from Sports Convenors of the Committees or Sub-Committees.
7. To appoint representatives from any member to fill vacancies on the Committee pending the next annual general meeting.
8. The quorum shall be at least half of the total number of members of the Area/Regional Committees.

9. Upon the approval of the PSSC or SSSC, decisions of each Area/Regional Committee shall be binding on all respective members of the Area/Regional Committees.
10. At all Committee meetings the Chairman, or in his absence, the Vice-Chairman shall chair the meeting. Should they both not be present 10 minutes after the time appointed for the meeting, the members present shall elect a temporary Chairman amongst themselves to chair the meeting.
11. The Chairman of the meeting shall have a casting vote.
12. Unless otherwise specified, all motions shall be passed or rejected by a majority of members present voting.

MINUTES

- 13.1 A minute book shall be kept at the registered office of the Federation to provide the entry of the following events :-
 - (a) The appointments of officers made by the Board, the SSSC, the PSSC, the ESSC and Area/Regional Committees;
 - (b) The names of the members present at meetings of the Board, the SSSC, the PSSC, the ESSC and Area/Regional Committees as well as at annual general meetings, extraordinary general meetings and semi-annual meetings;
 - (c) Resolutions passed by the Board, the SSSC, the PSSC, the ESSC and Area/Regional Committees; and
 - (d) All resolutions and proceedings of annual general meetings, extraordinary general meetings and semi-annual meetings;

and every member present at meetings of the Board, the SSSC, the PSSC, the ESSC and Area/Regional Committees shall sign his name in the attendant record to be kept for that purpose.

THE SEAL

- 14.1 The Board shall procure a common seal to be made for the Federation, and shall provide for the safe custody thereof. The Seal shall not be affixed to any instrument except by the authority of a resolution of the Board or a sub-committee authorized by the Board in that behalf, and every instrument to which the Seal shall be affixed shall be signed by the Chairman of the Board and the Secretary General of the Federation.
- 14.2 The Federation may exercise all the powers of having official seals conferred by the Ordinance and such powers shall be vested in the Board.

CHEQUES AND DOCUMENTS

- 15.1 All cheques, promissory notes, drafts, bills of exchange, and other negotiable or transferable instruments, and all receipts for moneys paid to the Federation shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by no less than 2 persons of which one must be a Board member and the other be an officer bearer as the Board shall from time to time by resolution determine. As for Area/Regional Committees of the Federation, all cheques, promissory notes, drafts, bills of exchange, and other negotiable or transferable instruments, and all receipts for moneys paid to these Area/Regional Committees, shall be signed, drawn, accepted, endorsed, or otherwise executed, as the case may be, by no less than 2 elected office bearers of the respective Area/Regional Committees designated for such purpose”.
- 15.2 Without prejudice to Articles 12.1 and 13.1 hereto, all contracts and instruments entered into by the Federation

in the ordinary course of business shall be signed by the Chairman of the Board and the Secretary General of the Federation or by such other person or person as the Board shall from time to time appoint.

ACCOUNTS

- 16.1 The Board shall cause proper books of account to be kept of :-
- (a) all sums of money received and expended by the Federation and the matter in respect of which the receipt and expenditure takes place;
 - (b) the assets and liabilities of the Federation; and
 - (c) all other matter necessary for showing the true financial state and condition of the Federation; and
 - (d) all sales and purchases of goods by the Federation;
- Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Federation's affairs and to explain its transactions.
- 16.2 The books of account shall be kept at the registered office of the Federation, subject to Section 121(3) of the Ordinance, or at such other place or places as the Board shall from time to time think fit, and shall always be open to the inspection of the members of the Board.
- 16.3 The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Federation or any of them shall be open for the inspection of members, and no member shall have any right of inspecting any account or book or document of the Federation except as conferred by statute or authorized by the Board or by the Federation in general meetings.
- 16.4 The Board shall from time to time in accordance with sections 122, 124 and 129D of the Ordinance, cause to be prepared and to be laid before the Federation in general meeting such income and expenditure accounts, balance sheets, group accounts (if any) and reports as are referred to in those sections.
- 16.5 A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Federation in general meeting together with a copy of the Board's report and a copy of the Auditor's report, shall not less than 21 days before the date of the meeting be sent to every member entitled to receive notices of general meetings of the Federation.
- 16.6 The Board shall receive all subscriptions and all other moneys coming into the Federation. Its receipts shall be the only sufficient discharge and it shall pay into a bank for all money so received.

AUDIT

- 17.1 Auditors shall be appointed and their duties regulated in accordance with Sections 131, 132, 133, 140, 140A, 140B and 141 (save as provided by section 141D) of the Ordinance.

BY LAWS

- 18.1 The Board may subject to the terms of these Articles from time to time make, add to, alter and/or repeal By-Laws for the regulation of Federation, its members. At any general meeting, it shall have the right to set aside any By-Laws, Registrations and Rules set by the Board.

INDEMNITY

- 19.1 Subject to section 165 of the Ordinance, every member of the Board and Council, Auditor and officer for the time being of the Federation shall be indemnified out of the funds and assets of the Federation against all liabilities which they, or any of them, may incur in good faith in the proper and reasonable performance or purported performance of their duties in relation to the Federation other than any liability which attaches to them by law in respect of any negligence, default, breach of duty or breach of trust. Further, they shall be indemnified from the funds and assets of the Association against any liability incurred by them in defending any proceedings, whether civil or criminal, in which judgment is given in their favour or in which they are acquitted or in connection with any application under section 358 of the Ordinance in which relief is granted to them by the Court. Provided always that none of the funds or assets of the Federation shall be applied in payment of the whole or part of any fine or penalty imposed upon any person by sentence or order of a Court of Justice.

NOTICE

- 20.1 A notice may be given by the Federation to any member either personally, or by sending it by ordinary post in a prepaid envelope to his registered address, or (if he has no registered address within Hong Kong) to the address, if any, within Hong Kong supplied by him to the Federation for the giving of notices to him.

WINDING-UP

- 21.1 The provisions of Clause 7 of the Memorandum of Association of the Federation relating to the winding-up or dissolution of the Association shall have effect and be observed as if the same were repeated in these Articles.
- 22.1 No addition, alteration, or amendment shall be made to or in the Memorandum of Association or these Articles for the time being in force, unless such alteration has previously been submitted to and approved by the Registrar of Companies in writing.

| Names and Address of Subscribers | | |
|---|--|---------------------------------------|
| 1. St. Stephen's College 22 Tung Tau Wan Road Stanley Hong Kong | Mr. Yip Jing Ping (Headmaster) | 聖士提反書院 Signed |
| 2. CMA Prevocational School 298 Nam Cheong Street Kowloon | Mr. Fan Kam Ping (Headmaster) | 香港中華廠商聯合會職業先修中學 Signed |
| 3. Heep Yunn School 1 Farm Road Kowloon | Miss Cheng Wai Sim (Sportsmistress) | 協恩中學 Signed |
| 4. Pui Ching Middle School 20 Pui Ching Road Kowloon | Mr. Cheng Sing Yip (Headmaster) | 香港培正中學 Signed |
| 5. Maryknoll Technical Secondary School 45 Choi Ha Road Jordan Valley Kowloon | Mr. Sung Wan Lung (Teacher) | 瑪利諾工業中學 Signed |
| 6. S.K.H. Lui Ming Choi Memorial Primary School 31 Ka Wai Man Road Hong Kong | Mr. Lee Siu Tin (Headmaster) | 聖公會呂明才紀念小學 Signed |
| 7. S.K.H. Ching Shan Primary School Choi Hung Estate Kowloon | Mr. Lai Man (Headmaster) | 聖公會靜山小學 Signed |
| 8. Wah Yan College, Hong Kong 281 Queen's Road East Hong Kong | Mr. Ip Fuk Wah (Teacher) | 香港華仁書院 Signed |
| 9. Island School 20 Borrett Road Hong Kong | Mr. Derek Anthony Bailey (Teacher) | 港島學校 Signed |
| 10. Maryknoll Convent School 5 Ho Tung Road Kowloon | Miss Chau Siu Hung (Sportsmistress) | 瑪利諾書院 Signed |
| 11. North Point Kai-Fong Association Madam Chan Wai Chow Memorial School 82 Marble Road North Point Hong Kong | Mr. Tsang Fan Kwong (Headmaster) | 北角街坊會陳維周夫人紀念學校 Signed |
| 12. S.K.H. St. Micheal's Primary School 23 Fortress Hill Road North Point Hong Kong | Mr. Fung Ka Ching (Headmaster) | 聖公會聖米迦勒小學 Signed |

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| 13. Women's Welfare Club Western District, Hong Kong Tang Shiu Kin Primary School Estate No. 3, Wong Chung Hang Estate Aberdeen Hong Kong | Mr. Ko Kam Cheung (Headmaster) | 香港西區婦女福利會鄧肇堅小學 | Signed..... |
| 14. Five Districts Business Welfare Association Yan Kow School School No. 2, Ping Shek Estate Kowloon | Mr. Wong Kwong Long (Headmaster) | 五邑甄球學校 | Signed..... |
| 15. S.K.H. Kei Oi Primary School 15 Kwong Lee Road Li Cheng Uk Kowloon | Mr. Tang Chee Shing (Headmaster) | 聖公會基愛小學 | Signed..... |
| 16. Po Yan Catholic Primary School Block 22, Tung Tau Estate Kowloon | Mr. Fung Kwong Chung (Headmaster) | 溥仁小學 | Signed..... |
| 17. St. Joseph's Primary School 48 Wood Road Wanchai Hong Kong | Mr. Yung Ying Cheuk (Headmaster) | 聖若瑟小學校 | Signed..... |
| 18. Ku Tung Public Oi Wah School P.O. Box 8, Sheung Shui N. T. | Mr. Cheung Wai Chung (Headmaster) | 古洞公立愛華學校 | Signed..... |
| 19. Hong Kong Taoist Association Tang Hin Memorial Secondary School Choi Yuen Estate, Sheung Shui N. T. | Mr. Poon Huen Wai (Headmaster) | 香港道教聯合會鄧顯紀念中學 | Signed..... |
| 20. Tung Wah Group of Hospitals Yow Kam Yuen Prevocational School Area 14J, City One Shatin N. T. | Mr. Chan Ying Tai (Headmaster) | 東華三院邱金元職業先修學校 | Signed..... |
| 21. MFBM Chan Lui Chung Tak Memorial College Tin Shui Estate, Tin Shui Wai Yuen Long N. T. | Mr. Fong Chai Man (Headmaster) | 妙法寺陳呂重德紀念中學 | Signed..... |
| 22. San Wui Commercial Society Secondary School Leung King Estate Tuen Mun N. T. | Mr. Lam Chi Hung (Headmaster) | 新會商會中學 | Signed..... |
| 23. Po Leung Kuk Yao Ling Sun College Shek Wai Kok Estate Tsuen Wan | Mr. Yiu Kai Wing (Headmaster) | 保良局姚連生中學 | Signed..... |

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| 24. CNEC Christian College 6 Lei Pui Street Kwai Chung N. T. | Mr. Lau Yan Tak (Headmaster) | 中華傳道會安柱中學 Signed..... |
| 25. New Territories Women & Juveniles Welfare Association Leung Sing Tak Primary School Tai Yuen Estate Tai Po N. T. | Mr. Sung Ping Chung (Headmaster) | 新界婦孺福利會有限公司梁省德學校 Signed..... |
| 26. Tin Sum Valley Public School Area 2A, Lung Hang Estate Shatin N. T. | Mr. Yeung Hoi Cheung (Headmaster) | 田心谷六村公立小學 Signed..... |
| 27. Lok Sin Tong Lau Tak Primary School Po Lam Estate Tseung Kwan O N. T. | Mr. Hung Kui Ling (Headmaster) | 樂善堂劉德學校 Signed..... |
| 28. Yuen Long Public Middle School Alumni Association Primary School Town Park Road North Shui Ngau Leng, Yuen Long N. T. | Mr. Keung Wai Wing (Headmaster) | 元朗公立中學校友會小學 Signed..... |
| 29. Yan Tak Catholic Primary School Estate Primary School No. 2 Butterfly Estate Tuen Mun N.T. | Mr. Wong Kin Ming (Headmaster) | 仁德天主教小學 Signed..... |
| 30. Wing Chor School 112 Tai Ping Street Tai O N. T. | Mr. Leung Wai Pui (Headmaster) | 永助學校 Signed..... |
| 31. Kwok Man School Tung Wan Cheung Chau N. T. | Mr. Lau Hon Wing (Headmaster) | 國民學校 Signed..... |
| 32. Tsuen Wan Public School Shek Wai Kok Estate Tsuen Wan N. T. | Mr. Tsang Yee Hing (Headmaster) | 荃灣公立學校 Signed..... |
| 33. Sir Robert Black College of Education Past Students' Association Lee Yat Ngok Memorial School Estate School No. 1 Kwai Shing West N. T. | Mr. Fung Man Hin (Headmaster) | 柏立基教育學院校友會李一諤紀念學校 Signed..... |

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| 34. Tung Wah Group of Hospitals Wong See Sum Primary School Cheung On Estate Tsing Yi N. T. | Mr. Ngai Hing (Headmaster) | 東華三院黃士心小學 |Signed..... |
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Witness to the above signatures :-

(Sd) Henry Ka-shi Ho
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(mark up copy on 5.5.2010 to CR for amendment)

By-Laws on Elections, Registration of Students, Participations and Penalties, Appeals and Meetings

The following By-Laws are based on the Memorandum & Articles as adopted by the Companies Registry on 4.7.1997 together with the relevant resolutions passed at the Board meetings held on 25.3.1998, 5.6.1998, 30.4.1999, 27.9.2001, 22.3.2002, 22.4.2004 and the Annual General Meetings held on 30.6.1998 and 5.7.2001.

I. DEFINITIONS

In these By-Laws -

- 1.1 "Federation" means The Hong Kong Schools Sports Federation.
- 1.2 "Board" means the Board of the Federation.
- 1.3 "Council" means either the Primary School Sports Council (PSSC) or the Secondary School Sports Council (SSSC).
- 1.4 "Committee" means either the External School Sports Committee (ESSC), Finance Committee or other standing committees or ad hoc committees appointed from time to time by the Board or the Council.
- 1.5 "Area Committee" means Area Committees (A/C) of the Federation.
- 1.6 "Regional Committee" means the Hong Kong Island & Kowloon Secondary Schools Regional Committee
- 1.7 "Area/Regional Committee" means either the Area Committee or the Regional Committee
- 1.8 "Sub-Committee" means sub-committees appointed from time to time by the Committees or the Area/Regional Committee.
- 1.9 "Competition Committees or Sports Management Committees" mean committees formed either under the Council, Area/Regional Committee or the External School Sports Committee for the purpose of conducting competitions.
- 1.10 "Meetings of Federation" means meetings of the Board, the Councils, the External School Sports Committee, Area/Regional Committees and other committees as the case may be.
- 1.11 "Member Schools" means the registered member secondary and/or primary schools of the Hong Kong Schools Sports Federation.
- 1.12 "Working days" means Monday, Tuesday, Wednesday, Thursday and Friday, excluding Saturday, Sunday and public holidays.

II. BY-LAWS ON ELECTION OF OFFICERS

A. The Area / Regional Committees

1. Nominees for election of officers to the Area/Regional Committees must be school heads or teachers.
2. Regional Committee will mean the Hong Kong Island and Kowloon Secondary Schools Regional Committee. All other Committees under the Secondary School Sports Council or the Primary School Sports Council are Area Committees.
3. Regional Committee shall have up to 31 members in its Committee while each of the Area Committees shall have up to 15 members in its Committee.

B. The Secondary School Sports Council and Primary School Sports Council (SSSC) & (PSSC)

1. According to the Federation Articles 12.3(A) and 12.4(A), the Secondary School Sports Council (SSSC) and the Primary School Sports Council (PSSC) shall have 22 members each. These 22 members are to be nominated amongst the respective Secondary School Area/Regional Committees and Primary School Area Committees of the Federation at their annual general meetings or at the first meeting after their annual general meetings.

2. The distribution of the 22 seats in the SSSC are as follows :-

(i) To apportion 22 seats into 2 lots according to the number of secondary schools in the Hong Kong Island and Kowloon and the New Territories regions.

(ii) For Area Committees in the New Territories region.

Each Area Committee shall entitle at least 1 seat; seats if left shall be filled by Area Committees having the largest number of member schools. Each Area Committee shall have at most 2 seats in the SSSC.

(ii) For the Hong Kong Island & Kowloon region the allotted number be filled by representatives to be elected from various electoral areas as the Regional Committee thinks fit.

(iii) For the Hong Kong Island & Kowloon region the allotted number be filled by representatives to be elected from various electoral areas as the Regional Committee thinks fit.

3. The Distribution of the 22 seats in the PSSC are as follows :-

(i) To apportion 22 seats into 2 lots according to the number of primary schools in the Hong Kong Island & Kowloon and the New Territories regions.

(ii) Each Area Committee shall entitle at least 1 seat.

(iii) Seats if left shall be filled by Area Committees of the respective region having the largest number of member schools.

(iv) Each Area Committee shall have at most 2 seats in the PSSC.

C. The External School Sports Committee (ESSC)

1. According to the amended Articles 12.5 (A), the External School Sports Committee (ESSC) shall have 10 members.

2. The SSSC & PSSC shall, at its first Council meeting, elect 5 members each to serve in the ESSC.

D. By-Laws on Election of Officers to the Board

1. According to the amended Article 12.2(A) Membership, the Board shall have a total of 15 members, as follows :-

- 4 members including the Chairman from SSSC
- 4 members including the Chairman from PSSC
- 1 member (the Chairman) from the ESSC
- 3 directly elected members from among secondary schools
- 3 directly elected members from among primary schools

2. Except for the Chairman the SSSC & PSSC shall, at its first Council meeting, elect 3 members each to serve in the Board.

3. The ESSC shall, at its first Council meeting, elect the Chairman who shall serve in the Board.

4. The following procedure shall be adopted in the direct election of the 6 officers to the Board :-
- (i) The election will be conducted by post.
 - (ii) Nomination forms shall be sent to all member primary and secondary schools no less than 7 weeks in advance of the date of the annual general meeting of the Board. At least 3 weeks will be allowed for such nomination.
 - (iii) The Election forms, which contain the list of all the candidates, shall be sent out again to all member primary schools and secondary schools. Schools are asked to choose not more than 3 amongst the candidates, and return the Election form by post one week before the date of the Board AGM.
 - (iv) No election shall be necessary if there are 3 candidates or less from the secondary schools or primary schools. The candidates will automatically be elected. The vacancy, if needed to be filled later, shall be decided by the Board.
 - (v) The Nomination Forms and Election Forms shall be returned, using only the envelope provided, by post and signed by school heads or school representatives and stamped.
 - (vi) In the Nomination Form the nominees shall sign to confirm their acceptance, and there shall be 4 rows for self-introduction which shall be included in the Election Form. 2 rows for inside school service and 2 for outside school.
 - (vii) Each school can only nominate one person who must be a school head or teacher and can be from other school.
 - (viii) Only one candidate from one school can sit in the Board.

III. FILLING IN OF VACANT POST IN THE BOARD, THE SSSC, PSSC, ESSC AND AREA/REGIONAL COMMITTEES

- 1.1 Members of the SSSC, PSSC and ESSC are nominated from among Area/Regional Committees. For vacant posts the respective Area/Regional Committee(s) shall be asked to make nomination to fill such vacant posts.
- 1.2 The 6 direct elected members of the Board and all members of the Area/Regional Committees are direct elected members.
- 1.3 For vacant posts in the Board, they should be filled by those in the reserve list, that is, those who had been nominated for election to such post and not elected. The one with the highest number of votes shall be first invited to fill the vacant post; should there be no such reserves, or no one in the list be willing to serve, then a direct election will need to be conducted.
- 1.4 For vacant posts in Area/Regional Committees, the respective Area/Regional Committees could do so in a way they consider appropriate.

IV. REGISTRATION OF STUDENTS

Rules

- 1.1 Registered students of member schools shall be eligible to take part in any competition organized/approved by the Area/Regional Committee except otherwise stated.
- 1.2 All registered members must comply with the registration procedure and requirements laid down by the Federation.

- 1.3 The accuracy of the date of birth together with other particulars of each student applying for registration shall be the responsibility of the Head of school to the best of his knowledge when he signs the registration forms. If teachers are authorized to sign the registration forms, schools are still held responsible for any irregularities committed by their teachers. Provided that a student satisfies the stated registration requirements, he/she shall be issued with an official registration card bearing his/her name and registration number for that Federation year.
- 1.4 A student registered by a member school can compete only for the said member school in the current school year provided that he/she remains a student of that school. During the course of a school year a student can transfer to a member school and compete for the school provided that he/she has not competed for the previous school. Schools admitting students in the middle of a school term must ensure that when registering such students with the Area/Regional Committee, they have not registered and competed for another school.
- 1.5 Schools when registering students shall be responsible for checking that such students are not barred from participation in inter-school sports activities organized by the Federation for that school season. Schools may request for information of barred students from the Federation secretariat.
- 1.6 A student registered in one grade must remain in that grade for that Federation year and shall not be allowed to compete in another grade unless authorized by the Area/Regional Committee (The authorization must be based on the fact that the student has not compete in the original grade in the school season).
- 1.7 Primary School students are not allowed to register for any secondary schools competition, and vice versa.

Penalties on Registration Irregularities

- 1.8 A member school whose student(s) and/or teacher(s) (for any other staff or authorized member(s) appointed by the school) violates the Rules and Regulations of the Federation is held responsible for such violation and shall be suspended from part or all activities, and shall be expelled from the Federation pending the decision of the Area/Regional Committee and the Board, and such cases shall be reported to the Education Bureau and the school board of the school concerned.
- 1.9 When a school violates the Registration By-Laws by negligence, results of the sport(s) of the grade(s) concerned shall be cancelled; schools be issued a warning letter.
- 1.10 When a school violates the Registration By-Laws by severe negligence, that is, for repeated carelessness or negligence or negligence involving more than one teacher and/or student, results of the sport(s) of the grade(s) concerned shall be cancelled, the teacher(s) being barred from being teacher in charge in all inter-school activities organized by the Federation for 1-2 years, and the school be issued a warning letter.
- 1.11 When a school violates the registration regulations on purpose, that is cheating, involving one teacher, results of the sport(s) concerned be cancelled, the teacher in charge of registration be barred from being teacher in charge for 2 years, the school be issued a warning and the Education Bureau be informed of the incident; students if found involved in the violation shall also be barred from participation in inter-school activities organized by the Federation for 1-2 years and such incidents be reported to the respective local sports governing bodies. Depending on the severity of the violation the offending school shall be suspended from participation in that sports for 2 years including the year of offence.
- 1.12 When a school is found involved in a calculated violation that involves more than one teacher and/or student, results of the sport(s) concerned be cancelled. Teacher (s) involved be barred from being teacher (s) in charge of school teams for 2 years and the Education Bureau be informed of the incident, schools be suspended for 2 years including the year of offence, students if found involved shall also be barred from participation in inter-school activities organized by the Federation for at least 2 years, and such incidents be reported to the respective local sports governing bodies.

- 1.13 For repeated violations in registration regulations on purpose, the school be expelled from membership for 2-3 years including the year of offence and they need to re-apply for membership upon serving expulsion term, teachers and students if involved shall be barred from all inter-school activities organized by the Federation for the same period.
- 1.14 When a teacher is suspended from being teacher in charge of school teams, the penalty shall apply even if he/she has transferred to other member school during the suspended period.
- 1.15 When a student is suspended from participation in inter-school activities organized by the Federation, the penalty shall apply even if he/she has transferred to other member schools during the suspended period.
- 1.16 When a school is expelled from the Federation the school shall be required to re-apply again for membership and the Federation may or may not accept the application.

V. PARTICIPATION AND PENALTIES

- 1.1 For all sports every team must be accompanied by a staff member or an authorized member appointed by Head of School. He/she must remain with the team throughout the entire match/competition. Failure to comply with this regulation will result in the disqualification of the team from that match/competition. The team shall be deemed to have given a walk-over. In the case when a staff member is instructed by the referee or umpire to leave the competition area during match, the captain may serve as a staff member of the team for the remaining match. The result of the match shall stand. However, the school is responsible for any other consequence that may arise from the incidence.
- 1.2 The registration number of each player shall be quoted on the team list handed to the official-in-charge before each game. The team list must be signed by the staff member in-charge of the team.
- 1.3 Players/Competitors' registration cards must be presented to the appointed officials in the course of a game/competition. Each Competition/Management Committee will determine the procedure concerning the checking of registration cards subject to the approval of the Area/Regional Committee.
- 1.4 Any staff members in-charge or an authorized member appointed by Head of School may check any or all registration cards of an opposing team. Only one check is permissible and this may take place either before, during the interval or at the close of play/finish of an event. An appointed official must be present before any such check may be carried out.
- 1.5 Any team without the minimum number of players required for that particular game at the scheduled starting time shall be liable to the forfeiture of the points for the game and disciplinary action may be taken at the discretion of the Competition/Management Committee.
- 1.6 Teams must be ready to start the competition at the scheduled starting time. Warming up should be done before the scheduled starting time.
- 1.7 The Competition/Management Committee, with the approval of the Area/Regional Committee, shall define the minimum number of players required for each sport and all participating schools shall be notified.
- 1.8 Walk-Over
 - 1.8.1 If one team fails to turn up without prior notification the opposing team shall be awarded a walk-over provided that the opposing team had the minimum number of players present for the game. Explanation letter signed by the school head should be forwarded to the Federation Office within 3 working days.
 - 1.8.2 A team fails to turn up without prior notification and to forward an explanation letter 3 working days after the game will be fined a sum of HK\$100.00 which is payable to the account of respective Area/Regional Committee.

1.8.3 Should both teams fail to turn up or be without the minimum number of players required for the game/match the game/match shall be considered played but no point shall be awarded.

1.8.4.1 Applicable in Secondary Schools

If any school gives 1 walk-over (group of or less than 4 teams) and 2 walk-over (group of or more than 5 teams) in any grade of any sport, then that school will be debarred from further participation in that grade in that particular sport and the results of the games already played will be cancelled.

1.8.4.2 Applicable in Primary schools

If any school give 2 walk-overs in the same tier of competition, that school will be debarred from further participation in that grade in that particular sport and the results of the games already played will be cancelled. School concerned has the right to appeal on the decision of walk-over.

1.8.5 Notification of an intended walk-over must be received by the respective Competition/Management Committee in writing at least 3 working days before the scheduled starting time of the game/competition.

1.9 Officials

Member schools will be required to provide officials to serve in competitions organized by the Federation and Area/Regional Committee. The arrangement of officials for competitions organized by Area/Regional Committee is as follows :-

| Event Area Comt | Athletics | Swimming | Cross Country (Secondary Schools) |
|--------------------------------------|---|--|--|
| HK Island & Kln Secondary Schools | Officials provided by participating schools | | |
| NT Secondary Schools | Officials provided by member schools of the Area Committee | | Officials provided by participating schools |
| HK Island & Kln Primary Schools | Officials provided by participating schools | | - |
| NT Primary Schools | Invite Officials from other Area Committees | Officials provided by participating schools | - |

1.10 Players

All member schools shall make their registered student members available for selection for Inter-port or representative competition subject to parental approval.

1.11 Outside Competition

1.11.1 Participation by member schools in competition not sponsored by the Federation shall be permitted provided that such participation does not conflict with the object of the Federation.

1.11.2 Failure to comply with the ruling of the Federation may debar the school from participating in any sport organized by the Area/Regional Committee.

1.11.3 Member schools shall require the permission of the External School Sports Committee of the Federation through the Area/Regional Committee to represent Hong Kong in any School International Sports Competitions.

1.12 All member schools are responsible for the conduct of their teams and supporters.

1.13 Protests shall be lodged with the Convenor of the sport concerned in writing through the Federation office within 3 working days of the match/game/incident took place.

2. Penalties Related to Participation

- 2.1 The Competition/Management Committee shall have the power to deal with matters concerning students discipline of its own sport in accordance with the Rules and Regulations of the Area/Regional Committee. (All cases concerning discipline shall be dealt with by the Competition/Management Committee within 10 days of the time of the alleged offence).
- 2.2 All cases of serious disciplinary matters shall be referred to the Discipline Committee of the Area/Regional Committee. Disciplinary matters involving teachers will automatically be dealt with by the Executive Committee of the Area/Regional Committee.
- 2.3 Disciplinary matters relating to Schools Jing Ying Competitions shall be referred to the Secondary Schools Sports Council or the Primary Schools Sports Council.
- 2.4 Penalties shall be implemented by appropriate Committee and reported to relating Committees for implementation of penalties as when required. Such penalties shall be reported to respective National Sports Association.
- 2.5 In sports where the regulations include automatic suspension for certain offences, an appeal, accompanied by a cheque of 200 Hong Kong Dollars made payable to the Federation, can be made within 3 working days of the game/match to the Discipline Committee of the Area/Regional Committee. This fee will be refunded if the appeal is sustained.

VI. APPEALS

1. The right to appeal is strictly confined to member schools.
2. For all competition matters the decision of the referee and/or the Committee responsible for the management of the event on the day of competition shall be final.
3. All appeals must be in writing and signed or countersigned by the Head of the school concerned.
4. Every appeal must set out of the ground(s) on which it is based.
5. Appeal must be accompanied by a fee to be determined from time to time by the Board. Such fee is refundable if the appeal is sustained.
6. Executive Committee of Area/Regional Committee or Appeal Committee authorized by Area/Regional Committee will deal with appeal of member schools. The decision of the Executive Committee or the Appeal Committee is binding to member schools. Appeal, accompanied with appeal fee shall be made within 3 working days of the game/match to the Chairman of Executive/Appeal Committee of respective Area/Regional Committee and copied to respective Executive Secretary. The Secretariat will inform the school of the proper appeal arrangement.
7. There shall be a 4 level appeal mechanism :
 - 7.1 To the Area/Regional Committee of which the school is a member
Area/Regional Committee shall deal with matters of appeals raised by participating schools of that Area. The appeal fee is HK\$200.
 - 7.2 To the respective Secondary School Sports Council (SSSC) or the Primary School Sports Council (PSSC)
If schools are not satisfied with the decision of the Area/Regional Committee(s), an appeal may be made to the respective SSSC or PSSC within 3 days from the date the decision is made and passed on to the school concerned. The appeal fee is HK\$400.

- 7.3 To the Board
If still not satisfied with the decision of SSSC or PSSC, a final appeal shall be made to the Board of the Federation within 3 days from the date the decision is made and passed on to the school concerned. The appeal fee is HK\$800.
- 7.4 To the AGM of the Federation in the case of expulsion of school and such appeal should be launched within 3 working days from the date the decision on expulsion is made and passed on to the school concerned. The appeal fee is HK\$1,600.
- 7.5 Should decisions of the Area/Regional Committee(s), PSSC/SSSC or the Board concern competition programmes of the school involved and that such programmes have been scheduled within the period prior to the deadline for appeal, all these programmes are subject to the above decisions, i.e. cancellation, deletion or rearrangement etc., unless the school concerned has applied for and granted with temporary permission to compete in such programmes. Such application must be based on sufficient grounds.
8. In the case of programmes organized by ESSC, an appeal shall be made to ESSC. If schools are not satisfied with the decisions of the ESSC, a second appeal to the PSSC or SSSC as the case may be. If schools are still not satisfied, then a final appeal to the Board.

VII. MEETINGS OF THE FEDERATION

A. Meetings of members

1. Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs) are meetings of members.
2. At AGMs & EGMs all member schools are to be represented. School heads are the official representatives of their schools. Schools can also authorize their teachers to attend and if this is the case, school heads can do so by using an authorization form designed for the purpose. A deadline is usually set for such authorization.

B. Meetings of officers

1. All meetings of the Board, Councils, Committees & Area/Regional Committees etc. are meetings of officers.
2. Members who are elected, appointed or nominated to serve in the Board, Councils, Committees or Area/Regional Committees are considered on their personal capacities, even though this may be due to their other elected positions in the Federation.
3. All officers are to attend meetings in person and in case they are unable to attend, no representatives are allowed to attend these meetings on their behalf.

C. Attendance in Meetings of Officers

1. When officers are elected directly or indirectly by member schools, they are entrusted to govern the affairs of the Federation and to make sure all business of the Federation are carried out according to the provision as prescribed by the Memorandum and Articles of the Federation.
2. Members who have accepted such office are thus obliged to attend meetings of their respective committees. If in any case an officer absent for 3 consecutive meetings of a Committee, without acceptable reason to that Committee, the officer concerned, subject to the approval of the Board, shall be asked to retire from that Committee for the term he/she is elected or appointed for.

D. Rules of Procedure for Meetings

1. Except for general meetings where the Federation's Memorandum & Articles shall govern all other meetings of the Board, the Councils and Area/Regional Committees etc. shall be conducted in accordance with these Rules.

2. The deliberation of proposed resolutions and other business of the Federation shall be conducted either in Chinese or in English as the Chairman of the respective meeting thinks fit.
3. Meetings
 - 3.1 The Board, Councils, Area/Regional Committees and Committees shall meet regularly and dates of meeting be fixed at a previous meeting if possible.
 - 3.2 In accordance with the Memorandum & Articles, at any meeting of the Federation a quorum shall be formed when over 50% of members are present.
 - 3.3 If a quorum be not present within half an hour after the time appointed for the meeting, the meeting shall stand adjourned.
4. The Board, the Councils, External School Sports Committee and Area/Regional Committees may set up committees which may include persons who are not members of the Board, the Councils, External School Sports Committee and Area/Regional Committees respectively and may remove any members from such committees whenever necessary.
3. Meetings of the Federation shall not be open to non-members. However with the permission of the Chairman related persons shall be allowed to attend as observers in such meetings.
6. Absent of Members
 - 6.1 Any member who is unable to attend a meeting shall inform the Secretary or Hon. Secretary as early as possible of his/her inability to attend.
 - 6.2 No member may appoint a representative to attend a meeting of the Federation on his/her behalf.
7. Notice of Meeting
 - 7.1 Notice of a meeting shall be given by the Secretary to each of the respective members of the committees at least 10 days before the day of the meeting, except in case of an urgent meeting when as much notice as possible shall be given.
 - 7.2 The Secretary shall transmit the agenda for the meeting to each member of the committee concerned together with the notice.
 - 7.3 Accidental omission to give such notice or agenda to any member of the committee concerned shall not affect the validity of a meeting.
 - 7.4 Papers in connection with matters requiring the deliberation at a meeting shall be transmitted by the Secretary to members at least 5 days before the meeting provided that, with the consent of the Chairman, matter may be raised and dealt with by the respective committees at a meeting without the papers having been so transmitted. In the case of an urgent meeting the agenda and papers shall be transmitted as soon as possible.
8. Provided that not less than 20 days' notice in writing has been given to the Secretary, a member may ask the Chairman to include an item related to the business of the Federation on the agenda for the next meeting.
9. The Chairman shall be responsible for the observance of the rules of order at meetings of the Federation and his/her ruling upon any point of order shall be final.
10. Rules of Debate
 - 10.1 Every motion or amendment must be proposed and seconded.

- 10.2 All motions shall be decided by a simple majority of the members present and willing to vote provided that this Rule shall not be deemed to limit the discretion of the Federation or any of its committees to determine any matter by the circulation of papers.
- 10.3 At any meeting of the Federation the Chairman shall have an original vote and also, if the votes be equal, a casting vote.

11. Transaction of Business by Circulation

- 11.1 On the advice of the Chairman, resolutions may be made by the circulation of papers and shall be decided by a simple majority of members. A report of all such decisions will be made at the next meeting.
- 11.2 However, if any member wishes an item so circulated to be discussed at a meeting, he shall notify the Chairman in writing via the Secretary, and the Chairman shall decide whether the item should be discussed at the next scheduled meeting.

12. Minutes

- 12.1 The Secretary shall keep minutes of meetings of the Federation in Chinese or in English, and shall as soon as possible after each meeting, send to each member present a copy of the draft minutes. Upon receipt of the draft minutes, all members present at the meeting shall within 7 days either confirm to the Secretary that the draft minutes are a true record or propose an amendment(s).
- 12.2 After the expiry of the period allowed under 12.1 for the proposal of amendments to the minutes, the Secretary may take action, or cause to take action on all items for which no amendments have been proposed as well as on items for which proposed amendments do not involve matters of substance. In any case where a proposed amendment does involve a matter of substance and action is nevertheless necessary the Secretary shall consult the Chairman of the meeting, or in his absence, the Vice Chairman who shall decide upon the course of action to be taken.
- 12.3 The minutes of meetings of the Federation shall record the names of the members attending and all decisions of such meetings. Every member present at meetings of the Board, the Councils, the ESSC and Area/Regional Committees shall sign his/her name in the attendance record.
- 12.4 At the next ensuing meeting of the Federation the Chairman of the Board or the respective committee shall obtain the confirmation of the Board or the respective Committee that the minutes are a true record and shall together with the Secretary sign the minutes accordingly. Any minutes so signed shall be conclusive without further proof.

13. Miscellaneous

- 13.1 Each member of the Board, the Councils, the Area Committees and other standing committees shall be provided with a copy of these Rules and of any additions and amendments thereto.
- 13.2 All signatures require consent, approval or voting for transactions other than election of officers may be in the form of facsimile transmission.