



HONG KONG UNIVERSITY STUDENTS' UNION CHOIR **CONSTITUTION**

(Last revised in 2014 - 2015 AGM)

SECTION 1 DEFINITION

In this Constitution,

“University” shall mean the University of Hong Kong;

“Choir” shall mean the Hong Kong University Students’ Union Choir;

“Union” shall mean the Hong Kong University Students’ Union;

“CA” shall mean the Cultural Association, HKUSU;

“Council” shall mean the Cultural Association Council, HKUSU;

“Constitution” shall mean the Constitution of the Hong Kong University Students’ Union Choir;

“Executive Committee” shall mean the Executive Committee of the Hong Kong University Students’ Union Choir.

SECTION 2 GENERAL

ARTICLE 1 NAME

The name of the Choir shall be “Hong Kong University Students’ Union Choir” (abbr. UNION CHOIR, HKUSU). The name of the Choir in Chinese shall be “香港大學學生會合唱團”.

ARTICLE 2 AIMS

- (a) To encourage and promote Union members’ interests in choral singing.
- (b) To represent the Union in all matters concerning choral singing.

ARTICLE 3 OFFICIAL LANGUAGES

The official languages of the Choir shall be English and Chinese. Either of the two languages may be used in any Choir’s functions and documentary records.

ARTICLE 4 CHOIR SESSION

The Choir Session shall commence at the end of the previous Annual General Meeting and terminate at the end of the next Annual General Meeting.

SECTION 3 MEMBERSHIP

ARTICLE 1 MEMBERSHIP

- (a) All Union members shall be full members upon payment of the annual membership subscription.
- (b) All graduates of the University, those who have transferred out of the University, and those who were on exchange to the University shall become associate members upon payment of the annual membership subscription (Amended in 2014-2015 AGM).

ARTICLE 2 MEMBERSHIP SUBSCRIPTION

- (a) Annual membership subscription is to be charged annually according to the Council.
- (b) The membership fees of the Choir shall be approved by the Council annually.

ARTICLE 3 PRIVILEGES

- (a) Only full members of the Choir shall nominate and be nominated in the Choir elections.
- (b) Only full members shall vote at General Meetings and elections.
- (c) Only full members have the right to propose and to second motions in all General Meetings.

ARTICLE 4 SAVINGS

Membership applications may be rejected at General Meetings if the Executive Committee deems it necessary.

SECTION 4 ORGANIZATION

ARTICLE 1 STRUCTURE

An Executive Committee shall be composed of the following posts (bracketed number shall be the maximum number of people for such post):

- (a) Chairperson (1)
- (b) Choirmaster (1)
- (c) Assistant Choirmaster (1)
- (d) Internal Vice-Chairperson (1)
- (e) External Vice-Chairperson (1)

- (f) General Secretary (1)
- (g) Financial Secretary (1)
- (h) Publication Secretary (1)
- (i) Publicity Secretary (1)
- (j) Welfare Secretary (1)
- (k) Social Secretary (1)
- (l) Soprano Part Leader (1)
- (m) Alto Part Leader (1)
- (n) Tenor Part Leader (1)
- (o) Bass Part Leader (1)
- (p) Pianists (2)

ARTICLE 2 HONORARY ADVISOR

Honorary Advisor(s) shall be invited by the Choir to advise on all matters in advance.

ARTICLE 3 DUTIES OF INDIVIDUAL EXECUTIVE COMMITTEE MEMBERS

- (a) The Chairperson shall be the chief executive, shall represent the Choir in all affairs, and shall preside at all meetings of the Choir, unless otherwise delegated. He/she shall represent the Choir in the Council.
- (b) The Choirmaster shall be responsible for conducting all choral affairs of the Choir.
- (c) The Assistant Choirmaster shall assist the Choirmaster in conducting all choral affairs of the Choir, and in the absence of the Choirmaster shall be the ex-officio Choirmaster.
- (d) The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs of the Choir and shall be responsible for the general co-ordination within the Choir in the absence of the Chairperson.
- (e) The External Vice-Chairperson shall assist the Chairperson in all external affairs of the Choir and shall be responsible for the general correspondence outside the Choir.
- (f) The General Secretary shall maintain all records of the Choir, shall keep minutes of all meetings of the Choir and shall prepare the Annual Report.
- (g) The Financial Secretary shall be responsible for all matters relating to the finance of the Choir.
- (h) The Publication Secretary shall be responsible for all matters concerning all publications of the Choir.
- (i) The Publicity Secretary shall be responsible for all publicity matters of the Choir.
- (j) The Welfare Secretary shall be responsible for the general welfare of Choir members.
- (k) The Social Secretary shall be responsible for all social activities of the Choir.
- (l) The Soprano Part Leader shall assist the Choirmaster with the Soprano Part.
- (m) The Alto Part Leader shall assist the Choirmaster with the Alto Part.
- (n) The Tenor Part Leader shall assist the Choirmaster with the Tenor Part.

- (o) The Bass Part Leader shall assist the Choirmaster with the Bass Part.
- (p) The Pianists shall coordinate the piano accompanists for the Choir in all performances, rehearsals and practices by the Executive Committee. (Amended in 2014-2015 AGM)

ARTICLE 4 EXECUTIVE COMMITTEE SESSION

The Executive Committee Session shall coincide with the Choir Session.

SECTION 5 GENERAL MEETINGS (Amended in 2014-2015 AGM)

ARTICLE 1 STANDING ORDERS

All proceedings at the General Meetings shall be in accordance with the Standing Orders of the Union Council, as interpreted by the Chairperson chairing the General Meeting.

ARTICLE 2 ANNUAL GENERAL MEETINGS (AGM)

The AGM shall be held before the termination of the first session. Seven percent (7%) or twenty full members of the Choir, whichever the higher, shall form the quorum. All members shall be invited to attend. A notice of the AGM together with the agenda thereof shall be posted at least seven clear days in advance. Except with the permission of the Council, the Annual General Meeting of the Choir shall be held within the period starting from the first day of January to the third week of March. The following business must be included in the agenda of the Annual General Meeting:

- i. To receive and adopt the agenda
- ii. To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s) (if any)
- iii. To receive and adopt the Annual Functional Report
- iv. To receive and adopt the Annual Financial Report
- v. Election of Executive Committee of the next session
- vi. To receive the Year Plan and Financial Budget
- vii. To authorize the newly elected Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the Choir jointly
- viii. Any other business

ARTICLE 3 EXTRAORDINARY GENERAL MEETINGS (EGM)

An EGM shall be convened by the Executive Committee whenever necessary or upon receiving the written request of five percent (5%) or fifteen full members of the Choir,

whichever the higher. Ten percent (10%) or twenty full members of the Choir, whichever the higher, shall form the quorum. All members shall be invited to attend. A notice of the EGM together with the agenda thereof shall be posted at least three clear days in advance. (Amended in 2014-2015 AGM)

SECTION 6 ELECTION

ARTICLE 1 ANNUAL ELECTION

- (a) The incoming Executive Committee shall be elected at the AGM.
- (b) A returning officer from the Council shall be invited as an observer.

ARTICLE 2 NOMINATION

- (a) Notice of open nomination for the posts in Section 4 Article 1 shall be posted at least two weeks before the AGM. The nomination shall be closed forty-eight hours before the AGM.
- (b) Nomination shall only be made on forms provided for the purpose. Each form shall contain the name of the candidate together with signatures of a proposer, a seconder and the signature of the candidate signifying his consent, and the signature of the General Secretary, or other Executive Committee in case the position of General Secretary is vacant, certifying the date of receipt.
- (c) The nominees shall be full members of the Choir.

ARTICLE 3 METHOD OF VOTING

- (a) Only full members of the Choir shall have the right to vote.
- (b) The method of voting shall be by secret ballot and no proxy is allowed.
- (c) When there is only one candidate for the post, the present voting members of the Choir shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes is cast for the candidate.
- (d) When there are two candidates for one post, a straight ballot shall be held. In the event of a tie, a re-election shall be held.
- (e) When there are more than two candidates for one post, electors shall indicate on their ballot sheets their order of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the poll on the count shall be declared to have lost, and his votes shall be distributed among the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he is declared elected.

ARTICLE 4 BY-ELECTION

An EGM shall be held in case there is a vacancy for any post of the Executive Committee and the Chairperson deems it necessary. Nominations and elections procedures shall be in accordance with Article 2 & 3 of this Section above, except that the notice of open nomination shall be posted at least two weeks before the EGM.

SECTION 7 FINANCE

ARTICLE 1 FINANCIAL YEAR

The Financial Year of the Choir shall coincide with the Choir Session.

ARTICLE 2 ESTIMATED CHOIR BUDGET

The Estimated Choir Budget of the Choir income and expenditure shall be prepared by the Financial Secretary of the Choir and be adopted at the AGM.

ARTICLE 3 FINANCIAL REPORT

The Financial Report of the previous Financial Year, which has been adopted at the AGM, shall be submitted, within fourteen days after the AGM, to the Council.

ARTICLE 4 ACCOUNTING PROCEDURES

The banking accounts and all transactions related to those accounts shall be signed jointly by the Financial Secretary and the Chairperson of the Executive Committee of the Choir.

SECTION 8 CONSTITUTION AMENDMENT AND INTERPRETATION

ARTICLE 1 AMENDMENT

Amendments to the Constitution of the Choir can be made only in the AGM or an EGM convened especially for that purpose.

ARTICLE 2 INTERPRETATION

The Executive Committee shall have the sole right to interpret the Constitution.