



Hong Kong University Students' Union Philharmonic Orchestra
Constitution

Enactment History

September 2014 Amended

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Section 1

Definitions

In this context, unless otherwise requires, the following terms shall have the following meanings:

Term	Meaning
“University”	“University of Hong Kong”
“Orchestra”	“Hong Kong University Students’ Union Philharmonic Orchestra”
“Union”	“Hong Kong University Students’ Union”
“CA”	“The Hong Kong University Students’ Union Cultural Association”
“CA Council”	“The Hong Kong University Students’ Union Cultural Association Council”
“SU Council”	“The Hong Kong University Students’ Union Council”
“Constitution”	“Constitution of the Hong Kong University Students’ Union Philharmonic Orchestra”
“Executive Committee”	“Executive Committee of the Hong Kong University Students’ Union Philharmonic Orchestra”

Section 2

General

Article 1: Name

The name of the Orchestra shall be “Hong Kong University Students’ Union Philharmonic Orchestra”, abbreviated as “Union Philharmonic Orchestra, HKUSU”. The name of the Orchestra in Chinese shall be “香港大學學生會管弦樂團”.

Article 2: Aims

The aims for which the Orchestra is established are:

- a) to encourage and to promote Union members' interests in orchestral performance; and
- b) to represent the Union in all matters concerning orchestral performance.

Article 3: Official Language

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

Article 4: Orchestra Session

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

Section 3

Membership

Article 1: Membership

- a) All Union members upon payment of the annual membership subscription fee shall be Full Members of the Orchestra.
- b) All graduates of the University upon payment of the annual membership subscription fee shall be graduation members of the Orchestra.

Article 2: Membership Subscription

Annual membership subscription fee is to be charged annually according to the Council.

Article 3: Privileges

- a) All Members of the Orchestra shall enjoy the following privileges:
 - (i) to attend General Meetings of the Orchestra; and
 - (ii) to attend functions and activities arranged by the Orchestra.
- b) All Full Members of the Orchestra are eligible to participate in and vote at General Meetings of the Orchestra, and to vote, nominate, and be nominated for election in Orchestra Elections.

Article 4: Savings

Membership applications may be rejected if the Executive Committee deems it necessary. Such rejections shall be adopted by the CA Council.

The membership fee shall be approved by CA Council annually.

Section 4

Executive Committee

Article 1: Power

The Executive Committee shall be empowered by the members of the Orchestra to:

- a) manage and formulate the general policy concerning activities of the Orchestra; and
- b) delegate to the Concertmaster, with the advice of the Conductor, the power to select a particular group from the performers to represent the Union. In the absence of the Conductor, the Chairperson shall be consulted.

Article 2: Composition

The Executive Committee shall be composed of the following posts:

- a) 1 Chairperson
- b) 1 Internal Vice-Chairperson
- c) 1 External Vice-Chairperson
- d) 1 General Secretary
- e) 1 Financial Secretary
- f) 1 Marketing Secretary
- g) 2 General Managers
- h) 1 Publicity Secretary
- i) 1 Publications Secretary
- j) 1 Social Secretary
- k) 1 Information Technology Secretary
- l) 1 Alumni and External Affairs Secretary

Article 3: Executive Committee Session

The Executive Committee Session shall coincide with the Orchestra Session.

Article 4: Duties of Individual Committee members

- a) The Chairperson shall be the chief executive of the Orchestra. He / She shall:
 - (i) represent the Orchestra in the CA Council;
 - (ii) chair all Committee Meetings;
 - (iii) convene the Annual General Meeting during the period 1st January to the third week of March each year;
 - (iv) present an Annual Report of the Orchestra during the relevant Orchestra Session at the Annual General Meeting;
 - (v) convene an Extraordinary General Meeting in the event of 3 or more of the Committee posts falling vacant;
 - (vi) sign the minutes of all Committee Meetings after they have been adopted by the Committee; and
 - (vii) appoint any member of the Committee to be the Acting General Secretary in the General Secretary's absence.
- b) The Internal Vice-Chairperson shall:
 - (i) be the Acting Chairperson of the Committee in the absence of the Chairperson;
 - (ii) instruct the Committee to convene an Extraordinary General Meeting in the event of a vacancy occurring in the post of the Chairperson; and
 - (iii) assist the Chairperson in the discharge of his / her duties.
- c) The External Vice-Chairperson shall assist the Chairperson in all his / her duties pertaining to external affairs.
- d) The General Secretary shall:
 - (i) be responsible for the general correspondence of the Orchestra;
 - (ii) record the proceedings of all meetings of the Orchestra, or in his / her absence by any member of the Committee subject to the approval of the occupant of the Chair;
 - (iii) prepare the minutes of all Meetings of the Orchestra; and
 - (iv) maintain an up-to-date membership record of the orchestra.
- e) The Financial Secretary shall:
 - (i) keep a full and accurate record of all financial transactions of the Orchestra in the Orchestra's Account Book;
 - (ii) present a full Financial Report and audited statement of accounts at the end of the Orchestra Session.
- f) The Marketing Secretary shall be responsible for the solicitation and management of sponsorships and donations and other related matters of the Orchestra.
- g) The General Managers shall be responsible for all general matters of the Orchestra, including but not limited to:
 - (i) taking good care of all Orchestra's possessions;
 - (ii) keeping record of the society inventory;
 - (iii) keeping the society room tidy;
 - (iv) being responsible for the preparation and tidying up before and after rehearsals;
 - (v) booking venue; and
 - (vi) taking the attendance and keeping such record.

- h) The Publicity Secretary shall be responsible for all publicity matters of the Orchestra.
- i) The Publications Secretary shall be responsible for all publications of the Orchestra, including an Annual Journal and any Programme Booklet.
- j) The Social Secretary shall be responsible for all social activities of the Orchestra.
- k) The Information Technology Secretary shall:
 - (i) maintain the presence of the Orchestra over the Internet; and
 - (ii) maintaining effective connection with members by electronic means.
- l) The Alumni and External Affairs Secretary shall be responsible for matters related to past Members of the Orchestra, including:
 - (i) maintaining an up-to-date list of contact information of past Members of the Orchestra;
 - (ii) notifying Past Members of all public activities of the Orchestra; and
 - (iii) facilitating the communication among the general public, including but not limited to musical ensembles with orchestral instruments outside the University.

Section 5

General Meetings

Article 1: Standing Order

All proceedings at the General Meetings shall be in accordance with standing order of the SU Council.

Article 2: Annual General Meeting

- a) The Chairperson of the Executive Committee shall convene the Annual General Meeting during the period 1st January to the third week of March each year. All Orchestra members shall be invited to attend.
- b) All Orchestra Full Members shall have the right to move or second any motion and the right to vote.
- c) One-third of or 20 Full Members, whichever the higher, shall form the quorum.
- d) Notice of the Annual General Meeting together with the agenda thereof shall be posted at least seven clear days in advance.
- e) The business of the Annual General Meeting shall be:
 - (i) to receive and adopt the agenda;
 - (ii) to receive and adopt the minutes of the previous Annual General Meeting together with minutes of all Extraordinary General Meetings, if any;
 - (iii) to receive and adopt the Annual Functional Report;
 - (iv) to receive and adopt the Annual Financial Report;
 - (v) constitution amendment, if any;
 - (vi) election of Executive Committee of the next *session*;
 - (vii) to receive and adopt the Year Plan;
 - (viii) to receive the Financial Budget;
 - (ix) to authorize the newly elected Chairperson, or equivalent, and Financial Secretary, or equivalent, to be in charge of the official bank account of the Orchestra; and
 - (x) A.O.B.

Article 3: Extraordinary General Meeting

- a) The Chairperson of the Executive Committee shall convene an Extraordinary General Meeting at the request of the Executive Committee or upon a requisition signed by not less than fifteen (15) Full Members of the Orchestra. Any such request or requisition shall specify the objects of the proposed meeting and no other matters shall be discussed thereat without the consent of at least two-thirds of the Full Members present at the Extraordinary General Meeting.
- b) Any Extraordinary General Meeting duly convened shall be chaired by a person appointed by the Executive Committee.
- c) Notice of the Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.
- d) One-third of or 20 Full Members, whichever the higher, shall form the quorum.

Article 4: Returning Officer

A returning officer from the CA Council or SU Council shall be invited as an observer.

Section 6

Election

Article 1: Nomination

- a) Notice of open nomination for the posts in Section 4 Article 2 shall be posted at least two weeks before the General Meeting concerned. The nomination shall be closed forty-eight hours before the General Meeting concerned.
- b) Nomination for election 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 and a seconder, the signature of the candidate signifying his / her 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 Orchestra.
- d) No candidates may be nominated for more than one post.
- e) No candidates may campaign individually for election.

Article 2: Method of voting

- a) Only Full Members of the Orchestra shall be electors.
- b) The method of voting shall be by secret ballot and no proxy is allowed.
- c) When the total number of candidates is equal to or less than that of the vacancies, electors shall vote for or against each candidate, or abstain. A candidate shall be declared elected provided:
 - (i) he / she has secured a number of votes for him / her greater than the number of votes against him / her; and
 - (ii) he / she has secured a number of votes for him / her by simple majority, no less than 50% of the total number of valid electors.
- d) When there are two candidates standing 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 standing for one post, the attending Full Members of the Orchestra shall indicate on their ballot sheets their order of preference for all candidates standing for that post. Ballot sheets shall be arranged and counted according to the highest preference. If no candidate

obtains a majority of votes, the candidate with the least votes shall be declared to have lost, and his / her votes shall be distributed to the candidates of the next highest preference indicated on the ballot sheets. This process shall be repeated until one candidate has obtained a majority of votes and he / she is declared elected.

Article 3: By-election

An Extraordinary General Meeting shall be held in case there is a vacancy for any post of the Executive Committee which the Chairperson deems it necessary. Nominations and elections procedures shall be in accordance with Article 1 & 2 of this Section above, except that the notice of open nomination shall be posted at least two weeks before the Extraordinary General Meeting.

Article 4: Election Report

The report shall be signed by the returning officer appointed by the Council.

Section 7

Finance

Article 1: Financial Year

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

Article 2: Estimated Orchestra Budget

The Estimated Orchestra Budget of the Orchestra income and expenditure shall be prepared by the Financial Secretary of the Orchestra and adopted at the Annual General Meeting.

Article 3: Financial Report

The Financial Report of the Financial Year, which has been adopted at the Annual General Meeting, shall be submitted, within fourteen days after the Annual General Meeting, to the CA Council.

Article 4: Accounting Procedure

The banking account(s) of the Orchestra and all transactions related to those account(s) shall be signed jointly by the Financial Secretary and the Chairperson of the Executive Committee of the Orchestra.

Section 8

Dissolution

- a) The Orchestra shall be dissolved only with the concurrence of at least three-quarters of the full membership voting in a General Meeting.
- b) Before the dissolution of the Orchestra, the Committee shall provide full information on the state of affairs and the financial situation of the Orchestra, together with comments on the consequences of dissolution, for all members to have a complete understanding of the matter, and shall settle all assets of the Orchestra properly, provided that any remaining assets shall be returned to HKUSU.
- c) The dissolution of the Orchestra shall be officially announced by the Chairperson.

Section 9
By-laws

The Executive Committee shall have the power to enact such By-laws of the Orchestra as to improve the efficiency and standard of the Orchestra.

Section 10
Constitution Amendment and Interpretation

Article 1: Amendment of the Constitution

Amendments to the Constitution of the Orchestra can be made only in the Annual General Meeting or an Extraordinary General Meeting convened specially for the purpose with approval from more than two-thirds of all valid electors.

Article 2: Interpretation of the Constitution

The interpretation of the Constitution shall rest with the Executive Committee of the Orchestra.

CHAN Hei Yan Veronica
Chairperson

WONG Raymond
General Secretary