

The Hong Kong University Students' Union **Chinese Orchestra**

Constitution

(Last revised in 2014-2015 EGM1)

Section 1

DEFINITIONS

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

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

Section 2

GENERAL

Article 1: Name

The name of the Orchestra shall be the “The Hong Kong University Students’ Union Chinese Orchestra” (abbr. Chinese Orchestra, HKUSU).

The name of the Orchestra in Chinese shall be “香港大學學生會中樂團” .

Article 2: Aims

The aims for which the Orchestra is established are:

- a) To encourage and to promote Union members' interests in Chinese instrumental

- performance; and
- b) To represent the University in all matters concerning Chinese instrumental 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 full members upon payment of the annual membership subscription fee shall be the full members of the Orchestra.
- b) All graduates, post-graduates and exchange students of the University upon payment of the annual membership subscription fee shall be the affiliated members of the Orchestra.

Article 2: Membership Subscription

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

Article 3: Privileges

- a) All Orchestra members 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 speak and vote at General Meetings of the Orchestra, and to vote, nominate, and be nominated for election in Orchestra Elections.

Section 4

EXECUTIVE COMMITTEE

Article 1: Power

The Executive Committee shall be empowered by the members of the Orchestra to manage and formulate the general policy concerning activities of the Orchestra.

Article 2: Composition

An Executive Committee should be composed of the following posts:

- a) Chairperson
- b) Internal Vice-Chairperson
- c) External Vice-Chairperson
- d) General Secretary
- e) External Secretary (appended in 2014-2015 EGM1)
- f) Financial Secretary
- g) 2 General Managers
- h) Marketing Secretary
- i) Publicity Secretary
- j) Publication Secretary
- k) 1-2 Project Secretary (ies) (appended in 2014-2015 EGM1)

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
 - (i) be the chief executive of the Orchestra;
 - (ii) be the representative of the Orchestra in the Cultural Council;
 - (iii) present an annual report of the Orchestra during the relevant Orchestra Session
 - (iv) convene an Extraordinary General Meeting and Annual General Meeting.
- b) The Internal Vice-Chairperson shall
 - (i) be the Acting Chairperson of the Committee in the absence of the Chairperson;
 - (ii) 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;
 - (iii) prepare the minutes of all meetings of the Orchestra; and
 - (iv) maintain an up to date membership record of the orchestra.

- e) The External Secretary shall (appended in 2014-2015 EGM1)
 - (i) be responsible for the correspondence of the Orchestra in relations to external bodies
 - (ii) assist the External Vice-Chairperson in the discharge of his/ her duties.

- f) The Financial Secretary shall
 - (i) prepare a financial budget at the beginning of the Orchestra Session;
 - (ii) keep a full and accurate record of all financial transactions of the Orchestra; and
 - (iii) prepare a full financial report of accounts at the end of the Orchestra Session.

- g) The two General Managers shall
 - (i) be responsible for all general matters of the Orchestra including managing and keeping scores and music stands;
 - (ii) be responsible for the preparation and tidying up job before rehearsals and after rehearsals; and
 - (iii) book venue and taking the attendance and keeping such record

- h) The Marketing Secretary shall be responsible for the solicitation and management of sponsorships and donations and other related matters of the Orchestra.

- i) The Publicity Secretary shall be responsible for all publicity matters of the Orchestra.

- j) The Publication Secretary shall be responsible for all publications of the Orchestra.

- k) The Project Secretary shall (appended in 2014-2015 EGM1)
 - (i) be responsible for assisting in the annual performance;
 - (ii) organize other performances.

Section 5

GENERAL MEETING

Article 1: Standing Orders

All proceedings at the General Meetings shall be in accordance with Standing Orders of the Union Council.

Article 2: Annual General Meeting

- a) The Chairperson of the Executive Committee shall convene the Annual General Meeting during the period of 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 speak and vote.
- c) Not less than 7 percent 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) (Repealed in 2014-2015 EGM1)

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 20 full members. 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) Notice of the Extraordinary General Meeting together with the agenda thereof shall be posted at least three clear days in advance.
- c) Not less than 7 percent of or 20 full members, whichever the higher, shall form the quorum.

Article 4: Returning Officer

A councilor from the Union Council or Cultural Council who is not a full member of the Orchestra shall be invited as a returning officer. (Amended in 2014-2015 EGM1)

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, a seconder and the signature of the candidate signifying his consent, and the signature of the General Secretary, or an appointed Executive Committee member in case the position of General Secretary is vacant, certifying the date of receipt.
- c) The nominees shall be full members of the Orchestra.

Article 2: Method of voting

- a) When there is only one candidate for the post, the attending Full members of the Orchestra shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate.
- b) 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 there is only one candidate left.

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 or past Chairperson deems it necessary.

Nominations and elections procedures shall be in accordance with Article 1 & 2 of this Section above.

Section 7

FINANCE

Article 1: Financial Budget

The Financial Budget of the Orchestra income and expenditure shall be prepared by the Financial Secretary of the Orchestra and received at the Annual General Meeting. (Amended 2014-2015 EGM1)

Article 2: Financial Report

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

Article 3: 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

CONSTITUTION AMENDMENT AND INTERPRETATION

Article 1: Amendment

Amendments to the Constitution of the Orchestra can be made only in the Annual General Meeting or an Extraordinary General Meeting convened specially for that purpose, pass with a two third majority of the present full members.

Article 2: Interpretation

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