

# Constitution

## **Music Club H.K.U.S.U.**

### **Constitution**

#### **February 2012 [2011-2012AGM] Amended**

##### *Section 1*

##### *General*

1. Name:  
The name of the Club is Music Club, H.K.U.S.U.. 香港大學學生會音樂社 Hereafter referred as “the Club”.
2. Affiliated:  
The Club is affiliated to HKUSU through Cultural Association.
3. Aim:  
The aim of the Club is to promote music activities both inside and outside the University.

##### *Section 2*

##### *Membership*

1. Membership:
  - a. Only Union Full Members may register as Full Members of the Club on payment of the subscription.
  - b. All persons who benefit the progress the Club can be affiliated members of the Club, upon the recommendation of two full memberships of the Club, the approval of the executive committee and the payment of membership fees.
  - c. The membership term of the Club shall commence once registered and terminate on 31st July of the coming year.
2. Right:
  - a. Both full and affiliated members can enjoy the services/welfares provided by the Club
  - b. Only full members can nominate or to be nominated in an election in all General Meeting
  - c. Only full members can attend all General Meetings with full speaking right

d. Only full members can propose, to second motions and to vote in all General Meetings

*Section 3*

*Executive Committee*

1. The executive committee consists of the following members:
  - 1 Chairperson
  - 1 Internal Vice-Chairperson
  - 1 External Vice-Chairperson
  - 1 General Secretary
  - 1 Financial Secretary
  - 1 External Secretary
  - 1 Publication Secretary
  - 2 Publicity Secretaries
  - 1 Marketing Secretary
  - 1 Social Secretary
  - 2 Audio Engineer (ies)
  - 1 or 2 Past Representative(s)- Shall be member of preceding Executive Committee
  
2. Power of the Executive Committee:
  - a. The Executive Committee shall represent all the Music Club, H.K.U.S.U. both internally and externally.
  
  - b. Any activities to be held and which concerns the use of the name "Music Club, H.K.U.S.U." or any other name(s) which may lead to the impression that the said activities concern the Music Club, H.K.U.S.U. shall be informed to the Chairperson with detail information of the activity. The Chairperson shall either approve the activity or convene any Executive Committee Meeting to resolve the matter within one week. Any decision concerning the aforesaid matter shall be notified by the Chairperson to the Executive Committee members.
  
3. Duties of the Executive Committee Members:
  - a. Chairperson
    - (i) The Chairperson shall be the chief executive of the Music Club, H.K.U.S.U. and ex-officio Chairperson of the Executive Committee.
    - (ii) The Chairperson shall preside at all meetings of the Club at which he is present.
  
  - b. Internal Vice-Chairperson
    - (i) The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs of the Club.
    - (ii) The Internal Vice-Chairperson shall be the Ex-officio Chairperson of the Executive Committee in the absence of the Chairperson.

- c. External Vice-Chairperson
  - (i) The External Vice-Chairperson shall assist the Chairperson in all external affairs of the Club.
  - (ii) The External Vice-Chairperson shall represent the Club in all external meetings of the Club.
- d. General Secretary
  - (i) The General Secretary shall conduct all general correspondence, record and minutes of all meetings and prepare the Annual Report.
  - (ii) The General Secretary shall be responsible for keeping all present and past records of the Club.
  - (iii) The General Secretary shall be responsible for keeping the records and promoting the welfare of the members. (amended in 2009)
- e. Financial Secretary
  - (i) The Financial Secretary shall be responsible for all financial matters.
  - (ii) The Financial Secretary shall draft budget and keep and amount of all income and expenditure of the Club.
  - (iii) The Financial Secretary shall prepare the Annual Financial Report.
- f. External Secretary
  - (i) The External Secretary shall assist the External Vice-Chairperson in all external affairs of the Club.
  - (ii) The External Secretary shall represent the Club in all the external meetings of the Club.
- g. Publication Secretary
  - (i) The Publication Secretary shall be responsible for all publication in the name of the Club.
  - (ii) The Publication Secretary shall be the editor-in-chief of the Annual Journal which shall be published at the discretion of the Executive Committee of the session.
- h. Publicity Secretary(ies)
  - (i) The Publicity Secretary shall be responsible for all the publicity in the name of the Club.
  - (ii) The Publicity Secretary shall be responsible for the promotion of all the activities of the Club.
- i. Marketing Secretary
  - (i) The Marketing Secretary shall be responsible for all marketing affairs in the name of the Club.
  - (ii) The Marketing Secretary shall be responsible for the year-round sponsorship and welfare of the Club.
  - (iii) The Marketing Secretary shall be responsible for advising and coordinating all marketing affairs on the events under the year plan of the Club.

- j. Social Secretary
  - (i) The Social Secretary shall promote and coordinate social activities of the Club
  - (ii) The Social Secretary shall participate in social activities organized by other clubs and associations.
- k. Audio Engineer(ies)
  - (i) The Audio Engineer shall be responsible for all matters relating the management of the Club's properties.
  - (ii) The Audio Engineer shall be responsible for audio engineering of musical performances.
- l. Past Representative(s)
  - (i) The Past Representative shall advise and assist the exiting committee on the club affairs.

#### 4. Session

The session of Executive Committee shall commence once elected at Annual General Meeting or Extraordinary General Meeting and terminated at the next Annual General Meeting.

### *Section 4                                  Advisory Board*

#### 1. Formation

- a. In case of absence of any past representative, the Advisory Board must be formed to supervise and advise the existing committee on club affairs.
- b. New Advisory Board Shall be formed after the Annual General Meeting is held.

#### 2. Structure

- a. All preceding Executive Committee members with the exception of the Past Representative shall become members of the Advisory Board.
- b. The Advisory Board shall consist of 1 Chairperson, 1 General Secretary and other Board members.
- c. The Chairperson shall be responsible for convening Advisory Board Meetings.
- d. The General Secretary shall record minutes of all Advisory Board Meetings.

### *Section 5                                  Meeting*

#### 1. Executive Committee Meetings:

- a. Executive Committee Meeting shall be convened by the Chairperson at least once in each term of the academic year.

- b. Notice of meeting shall be given to all Executive Committee members for any Executive Meeting.
- c. Quorum:  
At all Executive Committee Meeting, quorum shall be formed with the presence of the Chairperson and/or Internal Vice-Chairperson and at least three out of the following Committee members:  
External Vice-Chairperson, General Secretary, Financial Secretary, External Secretary, Publication Secretary, Publicity Secretaries, Marketing Secretary, Social Secretary, Welfare Secretary, Past Representative, and the members of the Advisory Board.
- d. If no quorum is formed an hour after the time scheduled for the meeting, the Chairperson shall adjourn the meeting to a later day. No quorum is needed for the second adjourned meeting.
- e. All the members of the Advisory Board shall be invited to attend the Executive Committee Meeting.
- f. Members of the Advisory Board who attend the Executive Meeting can have 1 voting right.

2. Advisory Board Meetings:

- a. Advisory Board Meetings shall be convened by the Chairperson at least once in 3 months.
- b. All the members of the existing Executive Committee shall be invited to attend the Advisory Board Meeting.
- c. Quorum:  
At all Advisory Board Meeting, quorum shall be formed with the presence of the Chairperson, at least 3 out of the other Board members and at least 3 out of the existing Executive members.
- d. If no quorum is formed an hour after the time scheduled for the meeting, the Chairperson shall adjourn the meeting to a later day. No quorum is needed for the second adjourned meeting.

3. Annual General Meeting:

- a. The Annual General Meeting shall be held between the first of January and the third week of March.
- b. The business shall be
  - (i) To receive and adopt the agenda

- (ii) To receive and adopt the minutes of the previous Annual General Meeting and all the 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 Club jointly
  - (viii) Any other business
- c. No less than seven days notice shall be given to all full members for all Annual General Meeting.
- e. Seven percent (7%) of or twenty (20) Full Members of the Club, Whichever the more, shall form a quorum of all General Meeting.

4. Extraordinary General Meeting:

An Extraordinary General Meeting will be held upon the request of the Executive Committee, or the written request of five percent (5%) of or fifteen (15) Full Members of the Club. In case of emergency, as described by the Executive Committee and no other business than that stated in the agenda may be discussed in an Emergency General Meeting. Notice shall be given to all full members three clear days before all Extraordinary General Meeting.

*Section 6*

*Election and Voting*

1. Nominations:

- a. Nominations for the Executive Committee shall be open fourteen days before the date of the Annual General Meeting, and the nominations shall be closed at 12:00 noon on the day week before the Annual General Meeting.
- b. The Central Secretary shall announce the names of the candidates within twenty-four hours after close of nomination.
- c. Nomination for election shall only be made on forms provided for the purpose. Each form shall contain the name of candidate, together with the signature of the candidate signifying the consent.

2. Voting:

- a. Any voting shall be in form of secret ballot or a show of hands as decided by the meeting.
- b. When there is only one candidate for the post, the attending Full Members of the Club 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.

- c. 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.
- d. When there are more than two candidates for one post the attending Full Members of the Club shall indicate on their ballot sheets theirs of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his/her votes shall be distributed among according the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected.

*Section 7*

*Constitution*

1. Interpretation:

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

2. Amendments of the Constitution

The amendment of the Constitution shall be passed with a two-thirds majority in a General meeting.

Prepared by,

Approved by,

Yeung Wing Ki Winnie  
General Secretary  
Music Club, HKUSU  
Session 2014 – 2015

Cheung King Chi Jacky  
Chairperson  
Music Club, HKUSU  
Session 2014 – 2015