

HONG KONG UNIVERSITY STUDENTS' UNION  
DRAMA SOCIETY  
CONSTITUTION  
(Amended 15/1/2010)

Section I – General

1. Name

The name of the Society will be the “Hong Kong University Students’ Union Drama Society”. Hereafter referred to as “the Society”. The Chinese name of the Society shall be: 香港大學學生會戲劇社.

2. Aims

The aims of the Society will be:

- a. to promote the standard of drama in University of Hong Kong;
- b. to promote interests in drama among students of the University of Hong Kong and the general public in Hong Kong.

3. The Society is a non-profit making association. Members of the Society do not take any share of the profit nor any share of the assets upon dissolution. (amended 01/99)

Section II – Membership

1. Membership

a. Full Membership

Every full member of the Hong Kong University Students’ Union will be a full member of the Society on the payment of the prescribed fee.

b. Associated Membership

Every past full member of the Society who has left the University will be an associated member of the Society on the payment of the prescribed fee, or every associated member of the Hong Kong University Students’ Union will be an associated member of the Society on the payment of the prescribed fee.

2. Privileges

a. All members will enjoy the following privileges:

- i. to enjoy and use all the facilities provided by the Society;
- ii. to attend functions and activities organized by the Society.

b. All members of the Society may participate in and vote at General Meetings of the Society; may vote, nominate and be nominated for election and be eligible for office in the Executive Committee of the Society.

3. Membership fee

The annual membership fee of the Society will be set according to the amount approved by the Cultural Council annually. (amended

11/05)

### Section III – Executive Committee

#### 1. Membership

The Executive Committee will consist of:

- a. Chairperson (amended 01/10)
- b. Internal Vice-chairperson (amended 01/10)
- c. External Vice-chairperson (amended 01/10)
- d. Internal Secretary
- e. External Secretary
- f. Financial Secretary
- g. Social Secretary
- h. Publication and Publicity Secretary (maximum 3)  
(amended 01/08)
- i. Publication and Publicity Secretary (IT) (amended  
01/08)
- j. Marketing Secretary (maximum 2) (amended 01/08)
- k. Welfare Secretary
- l. Education Secretary (amended 01/10)
- m. Property Secretary (maximum 2)
- n. Programme Secretary (maximum 3)

#### 2. Functions

- a. to formulate and implement the policies of the Society in

accordance with its aims.

- b. to carry out the resolutions of the General Meetings.

#### 3. Duties

##### a. Chairperson

The Chairperson will

- i. take the chair at General Meetings and all Executive  
Committee meetings of the Society;
- ii. represent the Society in the Cultural Council;  
(amended 11/05)
- iii. be the chief executive of the Society;
- iv. jointly sign with the Financial Secretary all cheque  
pertaining to all financial transactions of the Society  
(amended in 01/00)

##### b. Internal Vice-chairperson

The Internal Vice-chairperson will

- i. assist the Chairperson to carry out his duties.
- ii. discharge the duties of the Chairperson in his  
absence.

##### c. External Vice-chairperson

The External Vice-chairperson will

- i. assist the Chairperson in all his duties pertaining to  
external affairs;
- ii. promote relations between external drama societies

- and the Society.
- d. Internal Secretary  
The Internal Secretary will
    - i. be the secretary of all General Meetings and all Executive Committee meetings of the Society;
    - ii. keep the membership roll of the Society.
  - e. External Secretary  
The External Secretary will be responsible for the general correspondence of the Society.
  - f. Financial Secretary  
The Financial Secretary will be responsible for all financial matters of the Society.
  - g. Social Secretary  
The Social Secretary will
    - i. organize social activities;
    - ii. manage the facilities provided by the Society.
  - h. Publication and Publicity Secretary (amended 01/08)  
The Publication and Publicity Secretary will be responsible for
    - i. the publication of the Society;
    - ii. publicizing the activities of the Society.
  - i. Publication and Publicity Secretary (IT) (amended 01/08)  
The Publication and Publicity Secretary (IT) will be responsible for

- i. the publication of the Society;
  - ii. publicizing the activities of the Society through IT means
- j. Marketing Secretary (amended 01/10)  
The Marketing Secretary will be responsible for all marketing duties in relation to the Society and its activities.
- k. Welfare Secretary  
The Welfare Secretary will be responsible for all welfare matters of the Society and all members of the Society.
- l. Education Secretary (amended 01/10)  
The Education Secretary will be responsible for
  - i. all educational matters of the Society;
  - ii. coordinating functions organized by the drama team.
- m. Property Secretary  
The Property Secretary will be responsible for managing the stocks and properties of the Society.
- n. Programme Secretary  
The Programme Secretary will be responsible for the arrangement of production, performance and cultural activities organized by the Society.

#### Section IV – Drama Team (amended 01/10)

- 1. Definition  
Drama Team is a sub-organization of the Society.

2. Aims
  - a. to assist Education Secretary;
  - b. to promote standard of drama through initiating educational activities and productions.
3. Structure
  - a. Drama Team Manager (maximum 3)
    - i. to organize functions of Drama Team;
    - ii. to report to Education Secretary the progress of activities organized by the Drama Team.
  - b. Drama Team Member
    - i. to assist the Drama Team Managers.

#### 4. Qualification

All members of the Society upon application.

### Section V – Annual General Meeting

#### 1. Date

The Annual General Meeting of the Society will be held within the period starting from the first day of January to the last day of March. (amended 01/10)

#### 2. Notice

Notice of the Annual General Meeting and the agenda will be posted up at least 7 clear days before the Meeting.

#### 3. Quorum

10% or 20 of the full members of the Society, whichever the more,

will form the quorum. (amended 11/05)

#### 4. Business

- a. to receive the annual report of the out-going committee;
- b. to receive and adopt the Financial Secretary's annual financial report;
- c. to elect the Executive Committee and Drama Team Managers of the next session; (amended 01/10)
- d. to receive and adopt minutes of the General Meetings;
- e. A.O.B.

### Section VI – Extraordinary General meeting

1. The Executive Committee may call an Extraordinary General Meeting at any time. Upon a requisition made in writing to the Internal Secretary and signed by not less than 20 of the full members, the Chairperson will convene an Extraordinary General Meeting within three weeks' time. Any such requisition will specify the objects for the proposed meeting, and no other matter will be discussed there without the consent of at least two-third of the full members present at that Extraordinary General Meeting. (amended 11/05)
2. Notice and agenda of the Extraordinary General Meeting will be posted at least three clear days in advance.
3. 10% or 20 of the full members, whichever the more, will form the quorum. (amended 11/05)

4. The Extraordinary General Meeting will enjoy the same power as the Annual General Meeting.

#### Section VII – Voting of no-confidence (amended 11/05)

A vote of no-confidence for infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any member of the Executive Committee at a General Meeting. A vote so passed will call for the immediate resignation of the person or persons against whom the vote is moved.

#### Section VIII – Election

1. Time

The Annual General Meeting Election of the Executive Committee Members and Drama Team Managers will be held at Annual General Meeting as stated in Section V.

2. Nomination

Nomination for the Executive Committee Members and Drama Team Managers must be submitted to the Internal Secretary at least three clear days before the Annual General Meeting in forms especially provided for that purpose. Any nomination received after the stipulated time will be null and void. (amended 01/10)

3. Method of votes

- a. When there is only one candidate for the post, the candidate will be declared elected ipso facto.

- b. When there are more than one candidate for the post a straight ballot will be held. In event of a tie occurring, the meeting will adjourn for five minutes, at the end of which it will resume and a revote will be held. If a tie occurs again the Chairperson of the meeting will have a casting vote.

4. Re-election

The Chairperson who presided over the election will, on being satisfied that there had been a contravention of any of the above election procedures, may order a Re-election. Any request for a Re-election will only be entertained if made by not less than ten full members in writing together with the grounds on which the request is made and submitted to the Executive Committee not later than 24 hours after the Election.

5. Vacancy

- a. Vacancy of the post Chairperson will be filled at an Extraordinary General Meeting called for the purpose by the remainders of the Executive Committee.
- b. Vacancy in the Executive Committee will be filled at an Extraordinary General Meeting called for the purpose by the Executive Committee or co-opted by

the remainders of the Executive Committee if the vacancy is not the post of the Chairperson.

(amended 01/85)

#### Section IX – Constitution (amended 01/10)

1. This Constitution will only be amended at a General Meeting, notice on which will have been posted at least 7 clear days in advance, intimation specifically the changes proposed.
2. A motion to amend any part of the Constitution will be carried only when so agreed to by not less than two-thirds of members present and voting at the General Meeting.
3. The interpretation of the Constitution shall rest in the hands of the Executive Committee.