

# **Constitution**

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

### **Constitution**

**(Amended in 2010)**

#### *Section 1                      General*

1. Name:  
The name of the Club is Music Club, H.K.U.S.U.. 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. All full Union members can become full members of the Club upon payment of membership fees on registration.
  - 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 period of the membership shall start from 1<sup>st</sup> September and end on 31<sup>st</sup> August of next year.
2. Privileges:
  - a. Both full and affiliated members can participate in activities organized by the Club.

- b. All members can attend general meetings arranged by the Club.
- c. Only full members who have registered for one week or more have the right of proposing, seconding, voting, nominating, being nominated and/or being elected.

### *Section 3                      Executive Committee*

#### 1. The structure of the Executive Committee:

- 1 Chairman
- 1 Internal Vice-Chairman
- 1 External Vice-Chairman
- 1 General Secretary
- 1 Financial Secretary
- 1 External Secretary
- 1 Publication Secretary
- 2 Publicity Secretaries
- 1 Marketing Secretary
- 1 Social Secretary
- 2 Audio Engineers (amended in 2010)
- 1 or 2 Past Representative(s)- Should 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 Chairman with detail information of the activity. The Chairman 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 Chairman to the Executive Committee members.

#### 3. Duties of the Executive Committee Members:

- a. Chairman
  - (i) The Chairman shall be the chief executive of the Music Club,

- H.K.U.S.U. and ex-officio Chairman of the Executive Committee.
- (ii) The Chairman shall preside at all meetings of the Club at which he is present.
  - b. Internal Vice-Chairman
    - (i) The Internal Vice-Chairman shall assist the Chairman in all internal affairs of the Club.
    - (ii) The Internal Vice-Chairman shall be the Ex-officio Chairman of the Executive Committee in the absence of the Chairman.
  - c. External Vice-Chairman
    - (i) The External Vice-Chairman shall assist the Chairman in all external affairs of the Club.
    - (ii) The External Vice-Chairman 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-Chairman 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
    - (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. (amended in 2009)
  - (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 (amended in 2009)
  - (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
  - (i) The Past Representative shall advise and assist the exiting committee on the club affairs.

#### *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 should 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 Chairman, 1 General Secretary and other Board members.

- c. The Chairman 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 Chairman 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 Chairman and/or Internal Vice-Chairman and at least three out of the following Committee members:  
External Vice-Chairman, 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 Chairman 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 Chairman 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 Chairman, 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 Chairman 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 convened by the Chairman and held within one month after the beginning of the second term.
- b. The business shall be
  - (i) To receive and adopt the minutes of the previous Annual General Meeting and all the Emergency General Meeting which may have been held in the session.
  - (ii) To receive and adopt the Annual Report of the General Secretary and the audited Financial Report of the Financial Secretary.
  - (iii) To elect the Executive Committee for the new session.
  - (iv) Any other business.
- c. No less than seven days notice shall be given for any Annual General Meeting.
- e. At all Annual General Meeting, one-tenth of or 20 whichever is more, full members in the Club shall form a quorum.

4. Emergency General Meeting:

An Emergency General Meeting will be held upon written request of ten full members of the Music Club or 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.

*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 candidate will be elected *ipso facto*.
- c. When there are two or more candidates for the post, one candidate with a simple majority of votes will be declared.
- d. The Chairman of the meeting shall not vote except in the case of tie, or during the election of the Executive Committee.

*Section 7                      Constitution*

1. Interpretation:

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