

Hong Kong University Students' Union Philharmonic Orchestra
Constitution

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” | “Cultural Association” |
| “Council” | “Cultural 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 the “Hong Kong University Students' Union Philharmonic Orchestra” (abbr. 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 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 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 Council.

Section 4

Executive Committee

Article 1: Power

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

- a) To manage and formulate the general policy concerning activities of the Orchestra; and

- b) To delegate the power to the Concertmaster, with the advice of Conductor, to select a particular group from the performers to represent the Union, and in the absence of the Conductor, Chairperson shall be consulted.

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) Financial Secretary
- f) Marketing Secretary
- g) 2 General Managers
- h) Publicity Secretary
- i) Publications 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 be the representative of the Orchestra in the Council. He / She shall chair all Committee Meetings. He / She shall convene the Annual General Meeting before the end of January of each year. He / She shall present an annual report of the Orchestra during the relevant Orchestra Session at the Annual General Meeting. He / She shall convene an Extraordinary General Meeting in the event of 3 or more of the Committee posts falling vacant. He / She shall sign the minutes of all Committee Meetings after they have been adopted by the Committee. He / She shall appoint any member of the Committee to be the Acting General Secretary in the event of the General Secretary's absence.
- b) The Internal Vice-Chairperson shall be the Acting Chairperson of the Committee in the absence of the Chairperson. He / She shall instruct the Committee to convene an Extraordinary General Meeting in the event of a vacancy occurring in the post of the Chairperson. He / She shall 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 be responsible for the general correspondence of the Orchestra. He / She shall 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. He / She shall prepare the minutes of all Meetings of the Orchestra. He / She shall maintain an up to date membership record of the orchestra.
- e) The Financial Secretary shall keep a full and accurate record of all financial transactions of the Orchestra in the Orchestra's Account Book. He / She shall 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 two General Managers shall be responsible for all general matters of the Orchestra including managing and keeping scores and music stands; being responsible for the preparation and tidying up job before rehearsals and after rehearsals; booking venue and 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, any Program Booklet and a Members' Directory.

Section 5

General Meetings

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 before the end of January of 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 minutes of the previous Annual General Meeting together with minutes of all Extraordinary General Meetings which may have occurred since the previous Annual General Meeting;
 - (ii) To receive and adopt the Annual Report of the present Session prepared by the Executive Committee;
 - (iii) To receive and adopt the Financial Report of the present Session prepared by the Financial Secretary;
 - (iv) Constitution amendment, if any;
 - (v) To hold the Campaign Meeting of the Executive Committee of incoming Session;
 - (vi) To hold the Annual Election of the Executive Committee of incoming Session;
 - (vii) To receive and adopt the Year Plan of incoming Session prepared by incoming Executive Committee;
 - (viii) To receive and adopt the Estimated Orchestra Budget of incoming Session prepared by incoming Financial Secretary; and
 - (ix) Any other business.

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) 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 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, a seconder and the signature of the candidate signifying his 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 has secured a number of votes for him greater than the number of votes against him; and
 - (ii) he has secured a number of votes for him no less than 10% of the total number of electors.
- d) When the total number of candidates is more than that of the vacancies, each elector shall be entitled to one ballot paper and the number of votes that are equal to the number of vacancies. The elector may cast his votes that are equal to or less than the number of vacancies on any candidates on the ballot paper and shall not cast more than one vote on any single candidate. Failure to comply with the above procedures shall automatically nullify the whole ballot paper. The candidates shall be arranged in descending order of the number of votes they have secured in the election. Any of the leading candidates who fulfill the number of vacancies shall be declared elected provided each of them has secured a number of votes no less than 10% of the total number of electors.

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 8

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 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 9

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 Committee Chairman.

Section 10

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 11

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.

Article 2: Interpretation

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