

City University of Hong Kong Students' Union

Band Society

Constitution

CH.1. Name and Address

- 1.1. The name of the organization shall be "City University of Hong Kong Students' Union Band Society" which shall be an organization affiliated to the City University of Hong Kong Students' Union with its address the same as City University of Hong Kong Students' Union.
- 1.2. The name in Chinese is 音響工程學會.

CH.2 General

- 2.1. The Society is a non-profit making society. If the society is subject to dissolve, the capital of the Society shall not be shared by the Executive Committee and shall be condensed until the next cabinet is formed.
- 2.2. The Society is organized by a group of full-time students in the City University of Hong Kong in order to advance the basic knowledge of audio instruments, techniques and to let the members to get experiences in relevant fields. In addition, the society would also be pleased to promote different kinds of music where appropriate.
- 2.3. The official languages of the Society should be English and Chinese.



- 2.4 The Society shall be formed under the rules and regulations for affiliated sub-organization of City University of Hong Kong Students' Union. If any part of this Constitution contradicts with the session of the Society shall be the same as the session of City University of Hong Kong Students' Union.

CH.3 Aims

- 3.1 To advance and encourage the development of Band Sound in the City University, also, to give assistance to the arrangement and promotion of the U-sound Festival, which is a large-scale Joint-U annual activity.
- 3.2 To provide appropriate technical support to other clubs or societies of the University in relevant fields.
- 3.3 To organize activities for the members of the Society.
- 3.4 To advocate music appreciation.

CH.4 Membership

- 4.1 A full time of the City University of Hong Kong interested in audio engineering techniques and is willing to abide by the Constitution of the Society may apply for membership of the Society.
- 4.2 Application for membership
- 4.2.1 The applicant should hand in the application form together with the appropriate fees.
- 4.2.2 The Executive Committee of the Society reserves the rights to accept or reject any application.



4.2.3 Successful applicants will be issued with a membership card.

4.3 Rights of Members

4.3.1 To join all the training courses organized by the Society.

4.3.2 To join all other activities organized by the Society.

4.3.3 To enjoy all the recreation and welfare provided by the Society.

4.3.4 To participate in all General Meetings of the Society.

4.3.5 To have the rights to propose, second and vote in all General Meetings of the Society.

4.3.6 To have the rights of election and the rights of being elected.

4.4 Termination of the membership

4.4.1 Any members convicted of criminal offences shall have his/her membership terminated immediately by the Executive Committee.

4.4.2 Any member who infringes the Constitution of the Society shall have his/her membership terminated under the discretion of the Executive Committee.

4.4.3 Any member purports to be representing the Society without prior authorization of the Executive Committee shall have his/her membership terminated under the discretion of the Executive Committee.

4.4.4 The membership of any member shall be terminated upon the discretion of the Executive Committee.



4.5 Membership fee

4.5.1 All members will be required to pay HK\$40.00 for 1 year' membership fee.

4.5.2 Replacement of membership card will require a charge of HK\$5.00.

CH.5 Finance

5.1 The financial year of the Society should coincide with the session of the Society.

5.2 Sources of fund are from the membership fee as stated under item 4.5 and other subsidies available (e.g. Hang Seng Activities Fund, Director Fund, etc).

CH.6 General Meeting

6.1 Authority

The vote of a General Meeting of the Society shall possess a supreme authority in all Society affairs.

6.2 Annual General Meeting

6.2.1 The Annual General Meeting will be held within four weeks after the end of last session.

6.2.2 All members will be notified of the Meeting (Agenda, Time, Place) through posters one week before.

6.2.3 The Annual General Meeting will be chaired by the Chairman of the Society.



- 6.2.4 The quorum is one fifth of the current members. If the quorum, cannot be mustered after 30 minutes, the meeting will be adjourned and will be held again within two weeks.
- 6.2.5 All members will be notified of the adjourned meeting one week before the meeting.
- 6.2.6 If the quorum of the adjourned meeting cannot be mustered within half an hour, the adjourned meeting shall be proceed irrespective of the number of persons present.
- 6.2.7 The following business shall be conducted in the Annual General Meeting:
- a. To adopt the Annual Report
 - b. To consider and adopt the Financial Report
 - c. To amend the Constitution, if required
 - d. To discuss the general affairs of the Society
 - e. To hear any complaints against the Executive Committee
 - f. To elect the Executive Committee
- 6.2.8 The adopting of motions
- a. Any motion can be adopted by at least half of the members attending the Meeting.
 - b. Any amendment of the Constitution will be effected by at least three quarters of the members attending the Meeting voting for it.
- 6.3 Extraordinary General Meeting
- 6.3.1 The Extraordinary General Meeting can be called by the President of the Society if the Executive Committee considers it necessary.
- 6.3.2 If there is a petition from at least one fifth of current members, the Extraordinary General Meeting will be called by the President of the Society.



- 6.3.3 The Extraordinary General Meeting will be chaired by the President of the Society.
- 6.3.4 All members will be notified of the date, time, place and agenda through posters on the notice board at least one week before the Extraordinary General Meeting.
- 6.3.5 The quorum of the Extraordinary General Meeting is one fifth of the current members.
- 6.3.6 If the quorum cannot be mustered after 3 minutes, the meeting will be adjourned and will be held again within two weeks.
- 6.3.7 If the quorum of the adjourned meeting cannot be mustered within half an hour, the meeting shall be cancelled.
- 6.3.8 Any motion proposed will be adopted if three quarters of the members attending vote for it.
- 6.3.9 Any other business not on the agenda will not be discussed in three Extraordinary General Meeting.

CH.7 General Polling

- 7.1 The vote of a General Polling of the society will possess the same authority as the vote of a General Meeting. The resolutions of a General Polling can only be revoked by a subsequent General Meeting or General Polling.
- 7.2 General Polling should be held if the Executive Committee considers it necessary or at least one fifth of current member request it.



- 7.3 All members will be notified of the date, time, place and business through posters on the notice board at least one week before the General Polling.
- 7.4 A General Polling is valid upon receiving valid notes of not less than one fifth of the full member.
- 7.5 The result of the General Polling shall effective upon the official announcement by the President twenty-four hours after the counting of ballots if no complaints are received.
- 7.6 No official announcement shall be made until all complaints have been resolved.
- 7.7 Complaints about the General Polling shall be directed to the President in writing within twenty-four hours after the counting of ballots and resolution on whether to accept the complaints shall be made in an Extraordinary General Meeting held within seven days after receiving the complaints.
- 7.8 Any amendment of the Society will be effected by at least three quarters of the valid votes.

CH.8 Executive Committee

- 8.1 The Executive Committee is responsible for the running of the Society according to the Constitution.
- 8.2 Membership of the Executive Committee
- 8.2.1 President – 1 person
The president of the Society is representing the Society and the Executive Committee in all affairs. The President of the Society is responsible for chairing any meetings of the Society or the Executive Committee.



- 8.2.2. Internal Vice President – 2 person
Internal communication among Executive Committee and other Societies inside the University.
- 8.2.3 External Vice President – 2 person
The External Vice President assists the President in all affairs. In the absence of the President, the External Vice President will be acting President and carries out the duty of the President. The External Vice President is also responsible for the external communication among the respective societies in other Universities.
- 8.2.4 Financial Secretary – 1 person
The Financial Secretary is in charge of all financial affairs of the Society.
- 8.2.5 General Secretary – 1 person
The General Secretary is responsible for internal communication and documents and helps the President for affairs of the Committee.
- 8.2.6 Marketing Secretary – 1 or 2 person
The Marketing Secretary is responsible for the external communications and documents and helps the President for affairs of the Society.
- 8.2.7 Publication Secretary – 1 or 2 person
The Publication Secretary is mainly in charge of collecting information about Band Sound and publishing the newsletters of the Society.
- 8.2.8 Recreation Secretary – 1 or 2 person
The Recreation Secretary is actively in charge of organizing activities for members.
- 8.2.9 Engineer - 2 person
The Engineer will supervise all the engineering problems encountered by the Society and offer technical assistance to



other Societies.

- 8.2.10 Promotion Secretary – 1 or 2 person
To promote activities organized by the Society and provide assistance to the newsletters production.
- 8.2.11 Welfare Secretary – 1 or 2 person
Responsible for internal and external communications in providing welfare for the Society.
- 8.3 The Executive Committee should have at least one person for each of the posts below:
1. President
 2. Internal Vice President
 3. External Vice President
 4. Financial Secretary
 5. General Secretary
 6. Promotion Secretary
 7. Marketing Secretary
 8. Publication Secretary
 9. Engineer
- 8.4 The maximum number of candidates in one cabinet is 19 people.
- 8.5 The Executive Committee is subject to select one or more members of the Executive Committee as specific in 8.3 within two weeks wherever vacancies exist.
- 8.6 The session of the Executive Committee should start from the date when it is elected and end at the date when a new Executive Committee is elected.

CH.9 Election

- 9.1 The election will be held once every year in the Annual General Meeting or the General Polling



- 9.2 The Election of the Committee shall be in form of cabinet.
- 9.3 The President of the Society will appoint 3 members of the Society to form the Election Committee at least 1 month before the election.
- 9.4 Duties of the Election Committee
- 9.4.1 To register and check the eligibility of proposer, seconder and proposed candidate.
- 9.4.2 To issue votes to all members present at the election.
- 9.4.3 To count and check all the votes.
- 9.4.4 To make or amend election regulations and rules.
- 9.4.5 To invite a member of the Executive Committee of City University of Hong Kong Students' Union as the Returning Officer of the election.
- 9.5 The Executive Committee will invite non-members to monitor the election
- 9.6 Members can nominate set numbers of candidates(the numbers set by the Election Committee) with the agreement of the seconder.
- 9.7 The election shall not be considered valid unless the total number of the valid votes is at least one-fifth of the current members.
- 9.8 The votes must be cast at the election.
- 9.9 The cabinet that attract the largest number of the votes will form the Executive Committee.



CH.10 Constitution

- 10.1 The Constitution shall not be adopted except by the resolution in a General Meeting or General Polling.
- 10.2 If two-third of the members of the Executive Committee or one-fifth of the current members of the Society propose to amend the Constitution and is supported by written proposal begin signatures of the members mentioned above the proposal bearing to amen the Constitution can be processed in the Annual General Meeting or the General Polling.
- 10.3 The amendment of the Constitution will be effective only after the approval of the City University of Hong Kong Students' Union Council.

CH.11 Dissolution

- 11.1 The Society will be voluntarily dissolved if three quarters or more of the members, including the Executive Committee members, agree in the Extraordinary General Meeting.
- 11.2 The Society should be dissolved if anyone or more the posts of the Executive Committee as specified in 8.3 cannot be filled up.
- 11.3 The assets of the Society and other affairs after dissolution will be handed over to the City University of Hong Kong Students' Union.



