

2018/2019 Music Society  
City University of Hong Kong  
Students' Union

Constitution



## Definitions

1. "Constitution" shall mean the Constitution of the Music Society, City University of Hong Kong Students' Union unless otherwise stated;
  2. "CITYU" shall mean City University of Hong Kong;
  3. "CITYSU" shall mean City University of Hong Kong Students' Union;
  4. "Society" shall mean the Music Society, City University of Hong Kong Students' Union;
  5. "Executive committee" shall mean the Executive Committee of Music Society, City University of Hong Kong Students' Union;
  6. "Committee Member(s)" shall mean Committee Member of the Executive Committee of Music Society, City University of Hong Kong Students' Union;
  7. "Member(s)" shall refer to both full member(s) and associate member(s) of the Music Society, City University of Hong Kong Students' Union unless otherwise stated;
  8. "Session" shall mean "the working and financial session of the Society";
  9. "General Polling" shall mean the General Polling of the Society;
  10. "General Meeting" shall mean the General Meeting of the Society;
  11. "Appendices" shall mean the Appendices of the Constitution of the Society;
  12. "Rule(s)" shall mean the Rules mentioned in the Constitution or in the Appendices;
  13. "He" shall mean "he or she" unless otherwise specified;
  14. "President" and "Vice-President" shall mean President and Vice-President of the Society respectively.
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## **Session One: General Principles**

### **Art 1. Name**

The name of the Society shall be the "Music Society City University of Hong Kong Students' Union".

The name in Chinese shall be "香港城市大學音樂學會"

### **Art 2. Address**

The address of the Society shall be: Music  
Society  
City University of Hong Kong Students' Union 83  
Tat Chee Avenue  
Kowloon Tong Hong  
Kong

### **Art 3. Organization**

- a. General Meeting and General Polling is the supreme authority of the Society;
- b. The Executive-Committee shall be the executive body and with authority second only to General Meeting, and General Polling;
- c. Sub-organizations.

### **Art 4. Objectives**

The objectives of the Society shall be:

- a. To promote appreciation, culture and education of different kinds of music;
- b. To cultivate music interest of the students in the City University of Hong Kong;
- c. To provide a means of communication with other institutions, other organizations and among members;
- d. To promote and safeguard the welfare and interest of all members of the Society;
- e. To organize, to represent the Society and to encourage members of the Society to take part in any music-related activities in Hong Kong;
- f. To organize activities which are related to music.

### **Art 5. Official Language**

The official language of the Society shall be English and Chinese. If any conflict arises between English and Chinese, the former shall prevail.



Art 6. Session

The session of the society shall start from 1st May of that academic year. And it will end on the 30th April of the next academic year.

Art 7. Legal Status

The Society shall be formed under the rules and regulations for affiliated sub-organizations of the CITYSU and shall be affiliated Society of the CITYSU. If any part of this constitution contradicts with the rules and regulations of CITYSU for affiliated sub-organization, the later shall prevail.

**Session Two: Membership**

Art 8. Definition of Membership

All persons who have subscribed their membership fees for that Academic year are considered to be the members of the Society before the beginning of next Academic year.

Art 9. Full Membership

Art 10. Associate Membership

All associate members of CITYSU may apply for associate membership of the Society subject to approval of the Society.

Art 11. Privileges for Full Members

- a. Elect and be elected, propose, second, and vote in General Meetings;
- b. Elect and be elected, and vote in General Polling;
- c. Participate in activities of the Society;
- d. Use all facilities provided by the Society;
- e. Inspect books of accounts, books of minutes and previous reports.

Art 12. Privileges for Associate Members

- a. Participate in activities of the Society;
- b. Use all facilities provided by the Society;
- c. Inspect books of accounts, books of minutes and previous reports.

Art 13. Liabilities

- a. All members must follow the constitution, Appendices, Rules, and not get in any prejudicial way to the interest of the Society;



- b. All members must follow the decision of General Meeting and General Polling;
- c. Each member shall support all functions of the Society;
- d. All members shall hand in their annual subscriptions, levies or other expenses to the Society;
- e. Every member shall be responsible for any damage/ loss of the Society's equipment while he is using that equipment. He shall indemnify 100% of the cost or the same kind of equipment and be suspended from using the Society's equipment until he has compensated the damage/ loss incurred by him. The user should check the quality of equipment and has the right to reject any unqualified equipment;
- f. Any member must not do anything so as to damage the Society, either in tangible way or in intangible way;
- g. No members can represent the Society without the permission of the Executive-Committee.

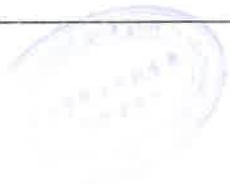
#### Art 14. Termination and Suspension of Membership

The Executive-Committee can have the authority to terminate/suspend membership of any member of the Society who has not carried out any liabilities mentioned in Section Two Art 13 of Constitution.

Subscription is non- refundable to any terminated member. A meeting of Executive-Committee is need on decision of the termination/ suspension of any membership. Representative(s) from CITYSU Council is/ are invited at this meeting.



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- The Returning Officer shall ensure that the polling is conducted properly;
  - Result of a General Polling is valid upon receipt of valid votes of no less than one-tenth of the full membership;
  - If no complaint is received within twenty-four hours after the counting of ballot forms, the result of the General Polling shall be effective upon the official announcement by the President of the General Polling within one day after the aforementioned twenty-four-hour period;
  - No official announcement shall be made until all complaints have been resolved;
  - A complaint by any member about the General Polling shall be directed to the Executive-Committee in writing within twenty-four hours after the counting of ballot and resolution on whether to accept the complaint shall be made in an Meeting held within seven days after receiving the complaint.



## **Session Four: Executive-Committee**

### Art 19. Definition

The government of the society during a session shall be vested in the Executive-Committee.

### **Art19.5) Period of taking office**

***The period of taking office of executive-committee should be 1 January to the 31 December of the corresponding next year.***

### Art 20. Composition and Responsibility

#### A. Composition

- The member of the Executive-Committee are composed of:
  1. The President (One)
  2. The Internal Vice-President (One)
  3. The External Vice-President (One)
  4. The Internal Secretary (One)
  5. The External Secretary (One)
  6. The General Secretary (One)
  7. The Financial Secretary (One)
  8. The Welfare Secretary (One)
  9. The Publication Secretary (One)
  10. The Promotion Secretary (Two)
- The number of Executive-Committee members cannot be less than 10 and not be more than 16;
- At least there is one person for each post.

#### B. Responsibility

##### 1) President

- To represent and be responsible for all affairs of the society both within and outside the CITYU;
- To chair all meetings of Executive-Committee, General Meeting and General Polling;
- To nominate a committee member in the event of a vacancy occurring in



existing committee.





- 2) Internal Vice-President
  - To represent and be responsible for all affairs of the society within the CITYU;
  - To act on behalf of the President during his/her absence.
- 3) External Vice-President
  - To represent and be responsible for all affairs of the society outside the CITYU;
  - To act on behalf of the President during his/her absence.
- 4) Internal Secretary
  - To help Internal Vice-President
- 5) The External Secretary
  - To help External Vice-President
- 6) General Secretary
  - To keep records of meetings in the Society;
  - To assist the President in all affairs.
- 7) Financial Secretary
  - To be responsible for the financial affairs of the Society;
  - To prepare the Annual Budget;
  - To keep books of account of the Society;
  - To prepare financial reports.
- 8) Welfare Secretary
  - To be responsible for the welfare affairs of the Society.
- 9) Publication Secretary
  - To be responsible for the publicity affairs of the Society;
  - To make some communication within the and outside the Society;
- 10) Promotion Secretary
  - To be responsible for promotion affairs of the society.



Art 21. Meetings

- a. The Executive-Committee shall meet at least twice each term in CITYU;
- b. One half of the Executive-Committee members shall form a quorum;
- c. The President of the Executive-Committee shall govern all the meetings. In the absence of the President, the Internal Vice-President or the External Vice-President shall chair the meetings. In the absence of aforementioned three persons, the meeting must be adjourned. The meeting should be continued on another specified date (about 2 weeks after), with at least 7 days notice given to all Executive-committee members before the meeting;
- d. A secretary of a meeting of the Executive-committee is appointed by the President.

Art 22. Vacancy

- a. The President is subject to nominate one or more members of the Executive-Committee within two weeks whenever there are less than 5 members in the Executive-Committee;
- b. If the Executive-committee consists of less than 5 members for a period of 2 weeks, it shall be dissolved;
- c. Resignation of a member of Executive-Committee needs the approval of Executive-Committee;
- d. New member(s) of Executive-Committee needs the approval of Executive-Committee.

Art 23. Consultant

- Any consultant(s) can be appointed by the Executive-Committee.
- Sub-organization
- Sub-organization(s) will be formed if certain function(s) is/are to be held.
- Leader/Chairman of this sub-organization is responsible for all affairs of this organization to the Chairman of Executive-Committee of the Society.



## **Session Five: Finance**

### Art 25. Financial Year

The Financial year of the Society shall coincide with the session of the Society.

### Art 26. Income

The Income of the Society shall be from:

- a. Annual subscriptions from full or associate members,
- b. Hang Seng Fund,
- c. Subsidy from the CITYU;
- d. Financial support from any organization within or outside CITYU with the Approval of director of CITYU.

### Art 27. Expenditure

The expenditure of the Society shall be in the use of administration and maintenance of the Society only.

### Art 28. Membership Fee

The membership fee shall be \$30.

## **Session Six: Election**

Art 29. The election of the Executive-Committee shall be in form of cabinet. Art

30. All members of the cabinet(s) must be full members of the Society.

Art 31. The nomination of the new cabinet(s) can be accepted only if there are at least 6 members in it (them).

1. President
2. Internal Vice-President
3. External Vice-President
4. General Secretary
5. Financial Secretary
6. Promotion Secretary



Art 32. Nomination of the new cabinet(s) must be submitted to the Executive-Committee before the closing date of nomination.

Art 33. Election shall take place at either the Annual General Meeting or the General Polling by all attended full members.

### **Session Seven: Dissolution**

Art 34.

- a. The Society shall be dissolved when either:
- b. Consent of dissolution by 3/4 of the full members of the Society at General Meeting or General Polling;
- c. The Executive-Committee is dissolved when there are less than 5 members in Executive-Committee for two weeks;
- d. New Executive-Committee cannot be formed after the end of one session.

Art 35. After dissolution of the society the remaining assets of the Society shall be handed over the CITYUSU.

### **Session Eight: Constitution**

Art 36. The final interpretation of the Constitution (English Version) shall be done by the Executive-Committee of the Society.

Art 37. Amendment of Constitution

The Constitution shall not be adopted, altered, or amended except by resolution in either a General Meeting or a General Polling.

### **Session Nine: Appendix**

Art 38. All Appendices are the supplement of the Constitution.

Art 39. Any Appendix shall be drafted, approved and amended by the Executive-Committee during meetings.

Art 40. If conflict arises between the Appendices and the Constitution, the latter shall be prevailing.





