



The University Choir, HKUSTSU

Mail Box #82 Student Centre, HKUSTSU, Clear Water Bay

E-mail: su_choir@stu.ust.hk

Constitution

THE UNIVERSITY CHOIR, THE HONG KONG UNIVERSITY OF SCIENCE & TECHNOLOGY STUDENTS' UNION CONSTITUTION

SECTION I: GENERAL

1.1 – NAME

The name of “The Club” shall be “The University Choir, Hong Kong University of Science and Technology Students' Union” (Or in short, The University Choir, HKUSTSU) in English, and “香港科技大學學生會合唱團” in Chinese. Hereafter referred to as “The Club”.

1.2 – LOGO

The logo of “The Club” shall be .

1.3 – OBJECTIVES

The main objectives of “The Club” are:

- (a) To arouse peoples' interest towards music and broaden their musical knowledge as a non-profit making organization.
- (b) To enhance good relationships between members through activities and regular rehearsals;
- (c) To act as a bridge among “The Club”, music organizations and other tertiary institutions; and
- (d) To teach members vocal and music theories.

1.4 – OFFICIAL LANGUAGE

The official languages are English and Chinese and should enjoy equal status. In case of discrepancy, unless otherwise stated, the English version shall be referred to.

1.5 – AFFILIATION

“The Club” is affiliated to the Hong Kong University of Science and Technology Students' Union



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SECTION II: MEMBERSHIP

2.1 – All Undergraduate Students, Postgraduate Students, Alumni and Staff of the University are eligible for the membership of “The Club”.

2.2 – All the members of “The Club” shall meet the following requirements:

- (a) Paid the exact membership fee;
- (b) Either
 - i. Passed the vocal audition; or
 - ii. Possess skills relevant to choir activities such as pianists, assistant conductors, and contribute to “The Club’s” activities.

2.3 – “The Club” shall consist of the following types of members:

- (a) Full Members;
- (b) Associate Members; and
- (c) Honorary Members.

2.4 – All Undergraduate and Postgraduate students, except Part-Time Students, who are Full Members of the Hong Kong University of Science and Technology Students’ Union, are eligible for Full Membership status.

2.5 – All members of “The Club”, other than students eligible for Full Membership, shall be classified as Associate Members.

2.6—All Executive-Committee in previous sessions, and any person recommended by the Executive Committee are eligible for Honorary Membership.

2.7 – Privileges of Members

A Full Member shall be entitled to enjoy all facilities provided by “The Club” and take part in all its activities. Full Members are also entitled to attend and vote for all elections, Annual General Meetings (refer to section 6.5) and Extraordinary General Meetings (refer to section 6.6) conducted by “The Club”, and to stand for election or hold office as an office bearer of “The Club”.

Associate Members are entitled to all the rights and privileges of Full Members except that they cannot have the right to vote, stand for election or hold office as an office bearer of “The Club”.



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Honorary Members shall have the title privilege for their contribution and dedication to choir activities. Honorary Members who are Full Members of the Hong Kong University of Science and Technology Students' Union have all the rights and privileges of Full Members. Otherwise, he/she will only have the rights and privileges of Associate Members.

2.8 – Membership Fee:

(a) Membership fee should be paid as follows:

- i. Undergraduate Students: Pay for the academic years from joining “the Club” to the expected graduation date according to ARRO (Academic Records and Registration Office) at the time of membership application.
- ii. Postgraduate Students, Alumni and Staff of the University: Pay on a yearly basis.
- iii. Honorary Membership: Free-of-charge lifelong membership.

In case of graduation deferment, one should pay for each subsequent academic year accordingly.

(b) All membership fees paid should be non-refundable unless the following condition:

- i. Applicant attends, and fails the specified audition of entry to “The Club”.

(c) In any event of a proposal to change the membership fee, the motion should be convened and passed during the Annual General Meeting. Two-thirds majority will be required to pass a motion to change the membership fee.

SECTION III: THE EXECUTIVE-COMMITTEE

3.1 – STRUCTURE

(a) There shall be an Executive-Committee (hereafter referred to as "the Committee") which shall be composed of at least ten and at most sixteen Office-Bearers that must fill up the following positions:

- i. Chairperson;
- ii. Internal Vice-Chairperson;
- iii. External Vice-Chairperson;
- iv. General Secretary;
- v. Financial Secretary;
- vi. Promotion Secretary;
- vii. Information Technology Secretary;



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- viii. Marketing Secretary;
- ix. Female Ensemble Leader;
- x. Male Ensemble Leader.

- (b) There should be only one Chairperson, Internal Vice-Chairperson, External Vice-Chairperson and Financial Secretary.
- (c) The Chairperson, the Vice-Chairperson(s) and the Financial Secretary cannot hold any other positions in the Executive-Committee, or in any other Societal Executive-Committee at HKUST.
- (d) Other Executive-Committee members cannot hold more than two positions in "The Club".

3.2 – DUTIES OF OFFICE-BEARERS

- (a) The Chairperson shall be the chief executive, represent "The Club" in all affairs and preside over all meetings of "The Club".
- (b) The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs, and act as ex-officio Chairperson of the Executive-Committee in the absence of the Chairperson.
- (c) The External Vice-Chairperson shall assist the Chairperson in all external affairs.
- (d) The General Secretary(s) shall assist Chairperson in all executive duties of "The Club". The General Secretary(s) shall also prepare the minutes for all the Committee and General Meetings and their documentation.
- (e) The Financial Secretary shall be responsible for all financial matters of "The Club".
- (f) The Promotion Secretary(s) shall be responsible for the publicity matters concerning "The Club".
- (g) The Information Technology Secretary(s) shall be responsible for all matters concerning the use of information technology of "The Club".
- (h) The Marketing Secretary(s) shall be responsible for finding sponsorship of activities.
- (i) The Female Ensemble Leader(s) shall be responsible for coordinating and organizing all the general affairs concerning the Soprano and the Alto parts.
- (j) The Male Ensemble Leader(s) shall be responsible for coordinating and organizing all the general affairs concerning the Tenor and the Bass parts.

3.3 – AUTHORITY& RESPONSIBILITY

(a) AUTHORITY

The Executive-Committee shall be the executive body of "The Club" unless overruled by the General Meeting, and shall have the power to:



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- i. To represent “The Club” in all matters concerning “The Club”.
- ii. To carry out functions to fulfill the objectives of “The Club” and the policies laid down by the Committee Meetings for the general interests of the members of “The Club”.
- iii. To make regulations and fulfill duties and requirements in order to fulfill all the regulations stated by the Constitution.

(b) RESPONSIBILITY

The Committee shall be responsible for all the General Meetings.

3.4 – SESSION OF THE EXECUTIVE-COMMITTEE

The members of the Executive-Committee of “The Club” shall be elected at the Annual General Meeting and hold office immediately after the Annual General Meeting until the next Annual General Meeting.

3.5 – COMMITTEE MEETING

- (a) The Committee shall meet at least twice in each session and whenever necessary.
- (b) The Committee Meeting shall be convened by the Chairperson.
- (c) Each Committee member except the Chairperson shall be given one vote. When an equal number of votes is cast, the Chairperson shall have the casting vote.
- (d) A simple majority of the committee members shall form a quorum.
- (e) The Committee shall have the right to invite any person to attend any Committee Meeting during which the person's opinion can be expressed.

3.6 – VACANCIES AND RESIGNATION

- (a) In the case of any Executive-Committee member's wish to resign, he/she must present a written request of resignation to the Executive-Committee of “The Club” at least one month before the resignation will be approved.
- (b) Should the Chairperson resign, an Extraordinary General Meeting shall be convened to elect a new Chairperson and the Internal Vice-Chairperson shall act as the Acting Chairperson until the new Chairperson is elected.
- (c) Any vacancy in the Executive-Committee other than the Chairperson can be either filled by any full member of “The Club” appointed by the Executive-Committee, or kept vacant. Executive-Committee members are also eligible to fill the vacancies and hold more than a single post in office.



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- (d) In the case of filling a vacancy for Vice-Chairperson(s) or Financial Secretary due to resignation, an Executive-Committee member can be promoted to fill the post. However, he/she must forgo the previous position in the Executive-Committee due to the violation of section 3.1(c).
- (e) A public notice shall be posted within 7 clear days after the approval of any change or resignation of the Executive-Committee members.
- (f) The resignation will take effect after one week of releasing the public notice.

SECTION IV: THE MUSIC COORDINATOR COMMITTEE

4.1 – STRUCTURE

- (a) The Music Coordinator Committee should consist of the following positions:
 - i. Soprano Part Leader;
 - ii. Alto Part Leader;
 - iii. Tenor Part Leader;
 - iv. Bass Part Leader;
 - v. Accompaniment Coordinator.
- (b) The Music Coordinator Committee is excluded from the Executive Committee.
- (c) The Music Coordinator Committee must be appointed by the Executive-Committee.
- (d) The Coordinators must have a valid membership in the whole appointed session.
- (e) All kinds of members of “The Club” are eligible to be appointed.

4.2 – DUTIES

- (a) The Soprano Part Leader(s) shall be responsible for coordinating and organizing all the musical affairs concerning the Soprano Part.
- (b) The Alto Part Leader(s) shall be responsible for coordinating and organizing all the musical affairs concerning the Alto Part.
- (c) The Tenor Part Leader(s) shall be responsible for coordinating and organizing all the musical affairs concerning the Tenor Part.
- (d) The Bass Part Leader(s) shall be responsible for coordinating and organizing all the musical affairs concerning the Bass Part.
- (e) The Accompaniment Coordinator(s) shall be responsible for coordinating and organizing all the musical affairs concerning the Accompaniment.



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4.3 – RESPONSIBILITY

- i. The Soprano Part Leader(s) should be responsible for assisting Female Ensemble Leader(s) to improve the choral quality of the Soprano Part.
- ii. The Alto Part Leader(s) should be responsible for assisting Female Ensemble Leader(s) to improve the choral quality of the Alto Part.
- iii. The Tenor Part Leader(s) should be responsible for assisting Male Ensemble Leader(s) to improve the choral quality of the Tenor Part.
- iv. The Bass Part Leader(s) should be responsible for assisting Male Ensemble Leader(s) to improve the choral quality of the Bass Part.
- v. The Accompaniment Coordinator(s) should be responsible for assisting Ensemble Leader(s) to arrange the accompaniment.

4.4 – SESSION OF THE COORDINATOR COMMITTEE

The members of the Music Coordinator Committee of “The Club” shall be appointed at the Annual General Meeting and hold office until the next Annual General Meeting.

4.5 – VACANCIES AND RESIGNATION

- (a) In the case of any Music Coordinator Committee member's wish to resign, he/she must present a written request of resignation to the Executive-Committee of “The Club” at least one week before the resignation will be approved.
- (b) Any vacancy in the Music Coordinator Committee can be either filled by any members of “The Club” appointed by the Executive-Committee, or kept vacant for not more than 1 month.
- (c) A public notice shall be posted within 7 clear days after the approval of any change or resignation of the Coordinator Committee member.
- (d) The resignation will take effect after one week of releasing the public notice.



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SECTION V: GENERAL POLLING AND ANNUAL ELECTION

5.1 – GENERAL POLLING REGULATIONS

(a) Composition

- i. The Election Board Committee shall be appointed by the Executive Committee. It shall consist of three members of the Executive Committee of “The Club” and three full members of “The Club”. All nominators or nominees cannot be any members of the Election Board.
- ii. The Chairperson or one of the Vice-Chairpersons of the Executive Committee shall be the Chairperson of the Election Board.
- iii. The Election Board shall be set up at least 7 days before the nomination period starts

(b) Duties of the Election Board

The Election Board shall have the rights:

- i. To handle all matters concerning the Annual Election, including administration and complaints.
- ii. To define a set of rules for the nominated cabinet(s) to abide by. The rules should not conflict with any terms in “The Club” Constitution.
- iii. To take appropriate actions on any nominated cabinet(s) that has (have) not abided by the rules. Nominated cabinet might be disqualified from the Election in case of extreme violation of the rules.
- iv. To investigate all the complaints, if any, within 2 working days after complaint letters are received by the Election Board.
- v. To announce the result(s) of the investigation(s), if any, in written form after the completion of investigation.
- vi. To approve and announce the result of the Election after all the complaint(s) has (have) been settled.
- vii. To stipulate the maximum expenses limit for the promotion of the nominated cabinet(s). Any nominated cabinet that exceeds the limit might subject to disqualification from the Annual Election.

5.2 - NOMINATION

- (a) The nomination of any nominated cabinet(s) shall be applied in the form of a cabinet.
- (b) Nomination(s) shall be submitted to the Executive Committee of “The Club” on or before the deadline for nomination set by the Election Board.
- (c) Each candidate can join one cabinet only.



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- (d) A cabinet shall not be qualified for nomination if any post in section 3.1(a) of "The Club" Constitution is vacant.
- (e) The Executive Committee shall post a list of all nominations within five days after the deadline for nomination set by the Election Board.

5.3 – GENERAL POLLING

- (a) A notice of the General Polling shall be posted at least five calendar days beforehand.
- (b) General Polling shall only be convened by the Chairperson or the Internal Vice-chairperson of the Executive Committee of "The Club" at the request of the Executive Committee or a written requisition signed by not less than one third of the members of "The Club" or twenty members, whichever is smaller.
- (c) All General Polling shall be conducted in the form of secret ballots.
- (d) Counting of ballots shall be finished within twenty-four hours after closure of voting.
- (e) A simple majority of the vote cast shall be required to pass any resolution.

5.4 – VALIDITY OF THE GENERAL POLLING

- (a) A valid General Polling shall involve not less than one-third of all members or twenty members of "The Club", whichever is smaller, otherwise re-polling is needed.
- (b) If two re-polling had been launched and the requirement cannot meet, the Annual General meeting shall resolve the matter

5.5 - SUPERVISION

- (a) The Chairperson of the Committee of "The Club" shall conduct the General Polling. In the event of the unavailability of the Chairperson, the Internal Vice-Chairperson shall be the Temporary Chairperson of the Polling.
- (b) At least one staff member of the Hong Kong University of Science & Technology, or one representative from the Students' Union of HKUST, or one representative from any of the student societies of HKUSTSU, except The University Choir, HKUSTSU, shall be invited to be the Returning Officer of the General Polling.

5.6 - NO NOMINATION RECEIVED

In the case of no nomination is received during the nomination period, or in the case that the nominated cabinet has their rights for election revoked, the Annual General Meeting shall resolve the matter.



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SECTION VI: GENERAL MEETING

6.1 – AUTHORITY

Any resolution passed by a majority vote in a General Meeting of “The Club” shall possess the highest authority in “The Club”. The resolution shall be abided by all members.

6.2 – CONVENING

- (a) No General Meeting shall be held unless it is conducted by the Chairperson of the Executive-Committee at the request of the Executive-Committee, or a written requisition signed by not less than twenty members or one-third of all members of “The Club”, whichever is smaller.
- (b) All General Meetings shall be convened by the Chairperson of the Executive-Committee, except the one convened for the purpose of moving a vote of non-confidence against him/her. In this case, the Chairperson of the meeting shall be appointed or elected by the Executive-Committee.
- (c) In the event of the inability of the Chairperson of “The Club” to convene a General Meeting, the Executive-Committee shall elect a Temporary Chairperson among them to convene the meeting.

6.3 – QUORUM

- (a) No less than one-third of all members or twenty members of “The Club”, whichever is smaller, shall form a quorum of a General Meeting.
- (b) If a quorum is not reached after one hour of the time schedule for the commencement of the General Meeting, the meeting shall be postponed for a week or within one week, but no less than twenty-four hours, and if that meeting, a quorum is still not reached after one hour, all members present there shall form a quorum.

6.4 – NOTICE

Official notices of all General Meetings of “The Club”, the agenda and motions to be put to the General Meetings shall be posted at least five days beforehand. Members could propose to amend the agenda by contacting the Executive Committee 48 hours before all General Meetings. Executive committee should post up the finalized agenda 24 hours before all General Meetings.

6.5 – ANNUAL GENERAL MEETING

- (a) An Annual General Meeting, being a general meeting of Full Members, shall be held in February of each year.



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- (b) The Annual General Meeting shall be convened by the Chairperson of the current session.
- (c) The business of the Annual General Meeting shall include at least the followings:
 - i. To adopt the standing order of the Annual General Meeting.
 - ii. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings held during the current session.
 - iii. To receive and adopt the Annual Report prepared by the Executive-Committee for the current session.
 - iv. To receive, adopt and pass the Annual Financial Report for the current session.
 - v. To discuss and pass the amendment(s) of the Constitution, if any.
 - vi. To introduce and appoint the honorary members, if any.
 - vii. To introduce the Executive-Committee for the coming session; or form the Executive-Committee for the coming session in the case that no nominations have been received, or the revocation of the rights of the nominated cabinet(s).
 - viii. To receive, adopt and pass the year plan for the coming session.
 - ix. To receive, adopt and pass the annual financial budget for the coming session.
 - x. To appoint the Music Coordinator Committee for the coming session.
 - xi. To discuss and authorize, if thought fit, the Executive-Committee of the coming session on the rights of handling any issues related to the positioning and direction in the development of "The Club".
- (d) No business other than stated in the agenda shall be discussed in the Annual General Meeting

6.6 – EXTRAORDINARY GENERAL MEETING

- (a) No Extraordinary General Meeting shall be held unless it is requested by the Chairperson of "The Club", or at the request of the Executive-Committee of "The Club", or in accord with a written requisition signed by not less than twenty members or one-third of all members of "The Club", whichever is smaller.
- (b) Official notices of Extraordinary General Meeting of "The Club" and the agenda and motions to be put to the Extraordinary General Meeting shall be posted at least five clear days beforehand.
- (c) No business other than stated in the agenda shall be discussed at any Extraordinary General Meeting.

6.7 – VOTE FOR NON-CONFIDENCE

- (a) A vote of non-confidence for any infringement of the Constitution of "The Club", any negligence of duties or any misconduct may be against any member of the Executive-Committee at the Annual General Meeting or at an Extraordinary General Meeting held specifically for the purpose.



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- (b) The vote of non-confidence shall be passed in accord with two-thirds of votes by Full Members attending the Annual General Meeting or at the specific Extraordinary General Meeting of “The Club” and call for immediate resignation of person or persons against whom the vote(s) is/are moved.

6.8 – VOTE FOR TERMINATION OF APPOINTMENT

- (a) A vote of termination of appointment for any negligence of duties or any misconduct, may lie against any member of the Music Coordinator Committee at the Annual General Meeting or at an Extraordinary General Meeting held specifically for the purpose.
- (b) The vote of termination of appointment shall be passed in accord with two-thirds of votes by Full Members attending the Annual General Meeting or at the specific Extraordinary General Meeting of “The Club” and call for immediate resignation of person or persons against whom the vote(s) is/are moved

6.9 – GENERAL MEETING REGULATIONS

- (a) All Full Members shall have the right to speak, to raise motion, to second and to vote in all General Meetings.
- (b) The Chairperson of the General Meetings shall only have the right to make the casting vote.
- (c) A simple majority of the vote cast shall be required to pass any motion.

SECTION VII: FINANCE

7.1 – LOANS

Under no circumstances can applications or acceptances of loans be made apart from through the Students' Union.

7.2 – DISSOLUTION

- (a) An Extraordinary General Meeting shall be convened concerning the dissolution of “The Club”.
- (b) “The Club” will only be dissolved if more than half of Full Members vote for dissolution.
- (c) All the properties of “The Club” will be donated to non-profit making charity organizations in case of dissolution.



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SECTION VIII: CONSTITUTION

8.1 – INTERPRETATION

The interpretation of this Constitution shall rest with the Executive-Committee of “The Club” unless revoked by a voting in a General Meeting.

8.2 – AMENDMENT

Any amendment(s) of this Constitution shall be made in an Annual General Meeting or an Extraordinary General Meeting with a prior notice of the proposed amendment(s) posted five clear days beforehand. At least two-thirds of votes are required to pass any amendment(s) to the constitution.