

The Constitution of the University Orchestra – HKUSTSU

Section I: General

Name

The name of the society shall be “University Philharmonic Orchestra, HKUSTSU” in English and “香港科技大學學生會管弦樂團” in Chinese. The abbreviation shall be “UPO.HKUSTSU”

1st Amendment on August 2005.

2nd Amendment on March 2007

3rd Amendment on March 2009

Address

Mailbox No.61
4/F Student Centre
The Hong Kong University of Science and Technology
Clear Water Bay Road
Kowloon
Hong Kong

Objectives

- A. To enhance and stimulate interest in playing Western instruments among students and staffs.
- B. To promote friendship and cooperation among the members from different departments through the activities.
- C. To act as a link between the HKUST and other tertiary institutes through music activities.
- D. To provide welfare and privileges for the members.
- E. To provide entertainment for the members.

Official Language

Chinese and English, enjoying equal status, shall be the official language of the University Philharmonic Orchestra.

Responsibility

The University Philharmonic Orchestra is responsible for all matters and policies affecting members as a whole.

Affiliation

The society shall be affiliated to the Hong Kong University of Science and Technology Student's Union (HKUSTSU).

Section II: Membership

2.1 Eligibility

Any student currently registered in The Hong Kong University of Science and Technology (HKUST) may apply to be a member and there are three categories of memberships:

- A. Honorary member
Alumni who are full members before graduation may apply to be honorary member upon the approval of the current Executive Committees.
- B. Full member
ONLY Students who are the full member of Hong Kong University of Science and Technology Students' Union are eligible for full members and hold office in the society.
- C. Associate member
Students who are not the full member of Hong Kong University of Science and Technology Students' Union may apply to be an associate member.

2.2 Privileges

- A. Honorary member
 - 1. To attend Annual General Meeting and Extraordinary General Meeting with full speaking right.
 - 2. To participate in functions, projects and enjoy the services provided by The University Philharmonic Orchestra.
- B. Full member
 - 3. To stand for election.
 - 4. To nominate and vote for election of Executive Committees.
 - 5. To attend Annual General Meetings Extraordinary General Meeting with full speaking and voting rights.
 - 6. To participate in functions, projects and enjoy the services provided by The University Philharmonic Orchestra
 - 7. To borrow musical instruments in a designated time.
 - 8. To be provided with necessary accessories.
 - 9. To charge the deposit when they borrow instruments from UPO.
- C. Associate member
To participate in functions, projects and enjoy the services provided by The

University Philharmonic Orchestra.

2.3 Obligations

- A. To abide by the constitution of The University Philharmonic Orchestra.
- B. To abide by the resolution of the General Meeting.
- C. To pay the annual membership fee.
- D. To attend regular practices.
- E. To be fully responsible for the assigned instruments.

2.4 Annual membership fee

- A. Membership will only be effective upon payment of membership fee.
- B. The setting and revision of membership fee shall be proposed by the Executive Committees and approved in the General Meeting.

2.5 Session

It commences one day after the Annual General Meeting and ends on the day of the next Annual General Meeting.

Section III: General Meeting

3.1 Authority

The vote in the Annual General Meeting, Extraordinary General Meeting and the General Meeting of The University Philharmonic Orchestra shall possess the highest authority in all matters concerning The University Philharmonic Orchestra. And the highest number of votes shall be obeyed.

3.2 Annual General Meeting

- A. Executive Committees of the current session after the Annual Performance or before May in the spring semester.
- B. The Executive Committees of The University Philharmonic Orchestra of the current session and the President and the Financial Secretary of the previous session shall attend the Annual General Meeting.
- C. The following business shall be transacted in the Annual General Meeting:
 - 1. To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings, which may have been held since the previous Annual General Meeting.
 - 2. To receive and adopt the Annual Report of the Executive Committees for the

- current session.
3. To receive and adopt the Annual Financial Report for the current session.
 4. To adopt the Annual Work Plan of the proposed Executive Committees.
 5. To adopt the Annual Budget of the proposed session.

3.3 Extraordinary General Meeting

- A. The Executive Committee shall have the right to convene an Extraordinary General Meeting for any purpose whenever necessary.
- B. An Extraordinary General Meeting shall also be convened by the President of the University Philharmonic Orchestra upon a requisition signed by not less than 30% of Full Members.
- C. Other business not stated on the agenda upon the consent of more than 50% of the Full Members present shall be discussed in the meeting.

3.4 Notice

An official notice and the agenda of the Annual General Meeting and Extraordinary General Meeting of The University Philharmonic Orchestra shall be posted one week in advance of the meeting.

3.5 Quorum

The quorum of the Annual General Meeting and Extraordinary General Meeting shall consist of not less than 30% of the members. The Annual General Meeting and the Extraordinary General Meeting shall be postponed one week if the quorum could not meet the requirement within 2 hours after the proposed starting time.

Section IV: Executive Committees

4.1 Structure

- A. The Executive Committees shall be responsible for the implementation of the policies decided in the General Meetings.
- B. The Executive Committees shall consist of a President, an Internal Vice-President, an External Vice-President, a Vice President – Development, a General Secretary, a Financial Secretary, an Instrumental Secretary and a Score Secretary.
- C. The President, Vice-presidents and Financial Secretary shall not hold more than one post in the University Philharmonic Orchestra.
- D. The Executive Committees are elected in the Annual Election, and can hold office for one session year only.
- E. The Executive Committees can hold office more than one year under the circumstance that for none of the members run for the office and that previous

Executive Committees are elected in the General Meeting.

- F. The Executive Committees may appoint its members and delegate power to sub-committees. Each sub-committee should include at least one member of the Executive Committees.

4.2 Duties of Executive Committees

A. President

1. To preside at all Executive Committees' Meetings and General Meetings of The University Philharmonic Orchestra.
2. To represent The University Philharmonic Orchestra in all its affairs.
3. To prepare agenda for all General Meetings.
4. To supervise the work of the Executive Committees and sub-committees.
5. To present the Annual Report at the Annual General Meeting.

B. Internal Vice President

6. To assist the President in conducting the affairs of the society inside the University.
7. To carry out the duties of the President inside the University in the absence of the President.

C. External Vice President

8. To assist the President in conducting the affairs of the society outside the University.
9. To assist the President in communicating and co-operating with any parties outside the University.
10. To carry out the duties of the President outside the University in the absence of the President.

D. Vice President – Development

11. To be responsible for contacting outside musical organizations.
12. To be responsible for increasing our reputation outside UST.

E. Financial Secretary

13. To keep all books of accounts.
14. To handle and record all revenue and expenses of The University Philharmonic Orchestra.
15. To prepare the annual budget and annual financial report of The University Philharmonic Orchestra.

F. Instrumental Secretary

1. To be responsible for the musical instruments.
2. To be responsible for checking the number of the musical instruments and return it back to store room after each practice and performance.
3. To be responsible for reporting any damage of musical instruments and contact related person for repair.

- G. Score Secretary
 - 16. To be responsible for managing score books.
 - 17. To assist the conductor purchasing score books.
- H. General Secretary
 - 1. To keep records of all correspondence on behalf of The University Philharmonic Orchestra.
 - 2. To keep minutes of meetings.
 - 3. To provide information and documents where necessary.
- I. Sub-committees
 - 18. To assist the work of their respective officers when necessary.

4.3 Resignation

- A. Notice of resignation of any Executive Committee shall be sent to the President in writing two weeks in advance.
- B. The Executive Committees can appoint member to take up the post but this person should be approved by General Meeting.
- C. Notice of change of any Executive Committee shall be announced through E-mail within one week after the General Meeting.

4.4 Dissolution

The Executive Committees are automatically dissolved when:

- A. Any four members of the Executive Committees resign from office; or
- B. The President and Vice-Presidents resign from office.

Section V: The Annual Election

5.1 General

The purpose of the Annual Election is to elect the Executive Committees for the following session.

5.2 Election system

- A. To be held in form of a ballot vote.
- B. The Election shall be open to all members of The University Philharmonic Orchestra.
- C. The Election shall be held at least two weeks before the Annual General Meeting.
- D. The Election shall be conducted by an Election Board consists of three to five full members, including at least one Executive Committee member, appointed by the Executive Committees of the current session. Members of the Election Board cannot

be nominated for the Election. The Election shall be accountable to all members of The University Philharmonic Orchestra.

- E. The format of the Election shall be cabinet election.
- F. Nomination of cabinets
 - 1. The length of the nomination period shall not be less than one week.
 - 2. The nomination period shall end one week before the election.
- G. Each cabinet shall consist at least seven members taking all of the following posts. Members of the cabinet can take at most two of the following posts, however, the proposed President, proposed Internal Vice-President and proposed External Vice-President need and only need one person for taking each of these 3 posts and not allowed to take other posts.
 - 3. Proposed President;
 - 4. Proposed Internal Vice-President;
 - 5. Proposed External Vice-President;
 - 6. Proposed General Secretary;
 - 7. Proposed Financial Secretary;
 - 8. Proposed Instrumental Secretary;
 - 9. Proposed Score Secretary;
 - 10. Proposed String Section Coordinator;
 - 11. Proposed Wind Section Coordinator.
- H. Voting shall take place at a polling station, which shall open for not less than six hours. The result of the polling shall be declared valid provided the number of valid votes cast is not less than 30% of the full members of The University Philharmonic Orchestra.
- I. The cabinet receiving the highest number of votes shall be elected.
- J. Where there is only one cabinet for the Executive Committees, the cabinet shall deem to be elected.
- K. Whenever the polling is not valid, the Election Board shall order a re-polling within one week.
- L. Complaints of the polling shall be directed to the Election Board in writing within twenty-four hours after the closure of the polling.
- M. If no complaint is received, an official result shall be announced twenty-four hours after the closure of the polling.
- N. If complaints were received, the Election Board shall be convened a meeting to adjudicate them.
- O. No official result shall be announced until all complaints have been settled.
- P. Election board should be set up at least 7 days before the nomination period starts.
- Q. Maximum amount of expenses allowed for each cabinet is \$500

5.3 Re-election

- A. In the event of the dissolution of the Executive Committees, a re-election shall be held.
- B. Nomination cabinet
 - 12. The period of the nomination shall not be less than four days.
 - 13. The nomination period shall end four days before the re-election.

Section VI: Finance

6.1 General

- A. The financial year of The University Philharmonic Orchestra shall coincide with the session of The University Philharmonic Orchestra.
- B. The Financial Secretary shall be responsible for the proper keeping of all books of accounts of The University Philharmonic Orchestra and prepare financial reports of The University Philharmonic Orchestra.
- C. The University Philharmonic Orchestra shall not apply loan other from the Students' Union.

6.2 Budget

- A. The Annual Budget shall be prepared by the proposed Financial Secretary and shall be submitted to the Annual General Meeting for adoption.
- B. At least 20% of the total annual membership fee received should be reserved for the next financial year.

6.3 Annual Financial Report

The Annual Financial Report shall be presented by the Financial Secretary of the current session in the Annual General Meeting for adoption.

Section VII: Dissolution

- 7.1 The University Philharmonic Orchestra will be dissolved with the approval of three-fourth of the member in an Extraordinary General Meeting request such a move.
- 7.2 If The University Philharmonic Orchestra is to be dissolved, the financial balance and assets except the instruments (if any) will be donated to other academic and non-profit institute(s) in the field of music in Hong Kong. The receivers will be decided in the Extraordinary General Meeting while the instruments will be returned to the SAO.

Section VIII: Constitution

8.1 Amendment

- A. The constitution may be amended with the approval of a two-third majority of the members in an Annual General Meeting or Extraordinary General Meeting.
- B. The proposal amendment shall be notified to all members at least two weeks in

advance of the Annual General Meeting or Extraordinary General Meeting.

8.2 Interpretation

Interpretation of the constitution of The University Philharmonic Orchestra shall rest solely with the Executive Committees.