CONSTITUTION OF THE MUSIC ASSOCIATION,
WAH YAN COLLEGE, KOWLOON

SECTION I
GENERAL

Article 1  Name
The name of the Association shall be “THE MUSIC ASSOCIATION, WAH YAN COLLEGE, KOWLOON”, hereinafter referred to as “the Association”.

Article 2  Objectives
The objects of which the Association is formed are:
1. to promote music of varied forms to all students;
2. to arouse students’ interest in vocal, instrumental, theoretical music;
3. to initiate students’ interest in participating activities organized by the Association;
4. to organize and to promote, either alone or jointly with associations, clubs or societies of other schools, all meetings, competitions, entertainment, concerts and any other matters in connection with music;
5. to foster and support music activities in students’ interests.

Article 3  Address
The address of the Association shall be “56, Waterloo Road, Kowloon, HKSAR, China”.

Article 4  Status
The Association is a non-profit making body and shall be responsible to the School Authorities, represented by the Principal of the School, as well as to members of the Association.

Article 5  Organization
The Association should consist of the Office, which is the sole executive organization of the Association, as stated in Section III, and the Constituents, as stated in Section II, Article 1.

SECTION II
CONSTITUENTS

Article 1  Constituents
The Association consists of:
1. The Senior Choir;
2. The Intermediate Choir;
3. The Junior Choir;
4. The Chinese Orchestra;
5. The Chamber String Group;
6. The String Orchestra;
7. The Wind Band;
8. The Symphony Orchestra;
9. The Piano Accompanist Group;
10. The Pop Music Society;
which are all affiliated to the Association.
Those stated above shall be hereinafter referred to as “the Constituent(s)”.

**Article 2  Dissolution of constituents**

Any proposal for the dissolution of the Constituents can be raised by any Officer at any Office Meeting and MUST be seconded by one-third or more of the Officers present. An Extraordinary Meeting, as referred to in Section IV, Article 8, will then be held solely for this purpose. Any Constituent will not be dissolved unless agreed by two-thirds of the Association Officers and with the approval of the Advisory Board. In the event of dissolution, the Constituent shall not exist and all properties of the Constituent shall be transferred to the Association.

**SECTION III  MEMBERSHIP**

**Article 1  Membership**

1. All members of the Constituents of the Association who have paid the annual subscription fee shall be members of the Association unless otherwise determined.
2. Any students, with the consent of the Association Office and the Advisory Board, shall be members of the Association.
3. Any students whose annual subscription fee has been accepted shall be members of the Association.

**Article 2  Rights and privileges of members**

All members of the Association shall be entitled:

1. to participate in activities organized by the Association;
2. to help in organizing activities of the Association with the approval of the Association Office;
3. to enjoy the privileges and rights as a member of the Association;
4. to vote, to nominate and to be nominated for elections, and be eligible for office in the Association Office;
5. to be appointed by the School to join the Hong Kong Schools Music Festival, either in teams or individuals, on behalf of the School.

**Article 3  Obligation of members**

All members of the Association shall fulfill the following obligations:

1. to abide by this Constitution and resolution of the Association;
2. to surrender any necessary help to the Association;
3. to attend all activities of the Association;
4. to obtain approval from the School Authorities and the Association in joining activities of any other schools;
5. to face disciplinary actions in failing to perform his duties.

**SECTION IV  THE ASSOCIATION OFFICE**

**Article 1  Name**

The name of the organization formed under this section shall be “OFFICE OF THE MUSIC ASSOCIATION, WAH YAN COLLEGE, KOWLOON”, hereinafter referred to as “the Office”.

Constitution of the Music Association, Wah Yan College, Kowloon
Article 2 Definition
The Office shall be the sole executive organization of the Association, as well as
the supervising organization of the Constituents of the Association as stated in
Section I, Article 5.

Article 3 Officers
1. The officers of the Office shall be:
   1.1 President;
   1.2 One or two Vice-President(s);
   1.3 General Secretary;
   1.4 Internal Secretary(ies);
   1.5 External Secretary(ies);
   1.6 Financial Secretary(ies);
   1.7 Publicity Secretary(ies);
   1.8 Chairman of Senior Choir;
   1.9 Chairman of Intermediate Choir;
   1.10 Chairman of Junior Choir;
   1.11 Chairman of Chinese Orchestra;
   1.12 Chairman of String Orchestra;
   1.13 Chairman of Wind Band;
   1.14 Chairman of Symphony Orchestra;
   1.15 Chairman of Chamber String Group;
   1.16 Chairman of Piano Accompanist Group;
   1.17 Chairman of Pop Music Society;

   Those stated above shall be hereinafter referred to as “the Officer(s)”.

2. Termination
   Any Officer shall vacate his office under any of the following conditions:
   2.1 when his membership of the Association ceases;
   2.2 under the resolution of the Association;
   2.3 when he is dismissed;
   2.4 when he resigns, and such resignation is accepted by the Association with
      the consent of the School Authorities;
   2.5 after the Annual General Meeting of the current session and their successors
      have been appointed.

Article 4 Duties and authority
The Officers, stated in Article 3, :

1. shall conduct and supervise all affairs of the Association;
2. may from time to time dismiss any members of the Association;
3. may from time to time appoint anybody as a member of any affiliated bodies of the
   Association or as an Officer of the Association;
4. may reappoint any person as an official of any affiliated bodies when there is a
   vacancy and when the Assignment Committee is not formed;
5. may from time to time make such rules, regulations and bylaws for ensuring and
   carrying into effect the purpose of the Association, provided that they are not
   contrary to the objects the Association and may from time to time alter and amend
this Constitution;
6. shall be answerable to the President in performing their duties.

Article 5    Responsibilities
The Officers shall:
1. consider and adopt, if thought fit, the motions proposed at meetings of the
   Association;
2. prepare the reports of activities of the Association;
3. prepare the plans and budgets of activities of the Association, to be submitted to
   the Advisory Board;
4. direct the policy and management of the Association subject to provision of this
   Constitution and any resolutions at any Office meetings;
5. implement the resolutions of the Office;
6. conduct amendments of this Constitution and to interpret this Constitution;
7. ensure that this Constitution is observed;
8. impeach or take disciplinary action against any person as an Association Officer or a
   member of the Association;
9. support and render any necessary help to the Association for its smooth running;
10. Submit to the Advisory Board the minutes and agenda of all Office meetings;
11. Inform and seek approval from the Advisory Board in organizing activities.

Article 6    Session
The current session of the Office shall start immediately after the Annual General Meeting
of the previous session and shall terminate after the Annual General Meeting of the current
session.

Article 7    Qualification of the Officers
1. Qualification of President:
   1.1 Shall be a student of Form 5 or above; AND
   1.2 Has served AT LEAST (3) academic years in the Association other than the Office;
   OR
   1.3 Has served AT LEAST (1) year in the Office.

2. Qualification of Vice-President(s):
   2.1 Shall be a student of Form 4 or above; AND
   2.2 Has served AT LEAST (3) academic years in the Association other than the Office.

3. Qualification of the Officers other than the President and Vice-Presidents:
   3.2 Shall be a student of Form 2 or above.

Article 8    Office meetings
1. Office Meetings shall be of four types:
   1.1 Ordinary meetings
      1.1.1 Ordinary Meetings shall be convened by the President AT LEAST once a month
           and announce AT LEAST two clear days beforehand;
      1.1.2 To consider and to adopt the financial reports each month.
1.2 Extraordinary Meetings
Extraordinary Meetings shall be convened at any time AT LEAST one day beforehand
1.2.1 by the President whenever necessary;
1.2.2 by the President writing to the Internal Secretary in request of one-third or
more Officers;
1.2.3 by two-thirds or more Officers;
1.2.4 to consider, pass or reject proposals for amendments of this Constitution;
1.2.5 to dismiss Officers;
1.2.6 to dissolve or suspend activities;
1.2.7 to receive a report from the President at the end of each session, concluding
and evaluating all activities of the Association in the current session.

1.3 Evaluation Meeting
1.3.1 receiving a report from the Office through the President, concluding and
evaluating all activities;
1.3.2 forming the Assignment Committee.

1.4 Chairmen Meeting
1.4.1 to finalize the list of Officers for the Office after the Executive Committee
Recruitment Scheme.

1.5 Annual General Meeting
1.5.1 receiving the income and expenditure account, balance sheets of the current
year;
1.5.2 receiving a report from the Assignment Committee on the current year’s
transaction accounts.

2. Quorum of Office meetings
The quorum of all Office meetings shall be one-third of the Officers of the current year
and shall be fulfilled within 15 minutes after the specified time of the meeting. Otherwise,
the Internal Secretary shall announce that the meeting be postponed and shall announce
the date, place and time of the next meeting.

Article 9  Punctuality of officers at association meetings
An Officer shall be punctual for any meetings. An Officer who is late for over 15
minutes shall be considered absent.

Article 10  Disciplinary actions against officers
1. If an Officer is absent from two consecutive Office Meetings without prior approval or is
absent from any five meetings, the Office may propose a vote of non-confidence against
the Officer concerned. Upon such a motion being resolved, the Office shall declare his
office vacated and he shall cease to be a servant of the Association.
2. If any Officers are found by the Office or the School authorities to have been guilty of
any
one of the followings:
   2.1 infringement of this Constitution or resolution of the Association;
   2.2 acting irresponsibly;
   2.3 committing corrupt acts by using the name of the Association and thereby impairing
   its reputation;
   2.4 convincing or committing any criminal offences,
The President shall convene an Extraordinary Meeting, during which, the Office shall, with
half or more of the Officer(s) concerned. In the case that any Officer is dismissed, the office
of that Officer shall be vacant and the person to fill the vacancy shall be
appointed by the Advisory Board and the President, while the dismissed Officer shall not be eligible for the vacancy.

**Article 11  Resignation of officers**
An Officer may at any time resign by giving notice in writing to the Internal Secretary. The Association shall have the right to reject or to accept such a resignation.

**Article 12  Proceeding of association meetings**
1. For meetings other than the Extraordinary Meetings agenda shall be given to every Association Officer at least one day beforehand, specifying the date, place and time of the meeting.
2. Every Officer should be entitled to receiving notice and attending every Office Meeting.
3. The minutes of every Office Meeting, after recorded by the Internal Secretary and adopted by the Officers and signed by the President, in the absence of proof of error therein, shall be considered as a correct record and an original proceeding.
4. The President, or in his absence, the Vice-President, shall preside as the Chairman of every Office Meeting. In case the President and Vice-President not being present fifteen minutes after the specified time, the Internal Secretary shall declare the adjournment of the meeting until further notification.
5. If there is a casual vacancy of any Officers, the concerned Officer(s) shall write to the Internal Secretary AT LEAST two days before the meeting which is not an Extraordinary Meeting, and shall inform the President before the Extraordinary Meeting.
6. In the temporary absence of the Internal Secretary, the Chairman may appoint any Officer, except himself, to act in the internal Secretary’s stand; the person so appointed shall exercise all powers and duties of the Internal Secretary until the arrival of the Internal Secretary.

**Article 13  Presence and absence from the association meetings**
An Officer should inform the Internal Secretary and be admitted by the President to absent himself from any Office Meeting. His request shall only be admitted with valid reasons.

**Article 14  Duties of individual officers**
1. **President**
   The President shall:
   1.1 be the President of the Association, ipso facto;
   1.2 be the Chairman of the Association Office;
   1.3 be the Association’s official spokesman and represent the Association;
   1.4 be entitled to preside over all meetings of the Association and meetings of its affiliated bodies;
   1.5 be entitled to check all records, statements of accounts and files of the Association and its affiliated bodies;
   1.6 be responsible for the Constitution review and interpretation;
   1.7 be responsible for the writing of “A Record of the Music Association’, with the assistance of all Officers;
   1.8 supervise and support the chairmen of all Constituents in running these affiliated bodies successfully;
   1.9 be responsible for all other affairs of the Association.
2. **Vice-President(s)**
   The Vice-President(s) shall:
   2.1 be the Vice-President(s) of the Association, ipso facto;
   2.2 be the Vice-Chairman(men) of the Association Office;
   2.3 assist, encourage and support the President;
   2.4 be responsible for the arrangement and the configuration of the repertoire of all choirs and orchestras of the Association;
   2.5 assume the duties, power and responsibility of the Chairman of the Office in his absence or his inability to act;
   2.6 be responsible for all other affairs of the Association.

3. **General Secretary**
   The General Secretary shall:
   3.1 be the chief administrator of the Association;
   3.2 be responsible for the processing of all documents of the Association, including the Office;
   3.3 be in charge of all official documents of the Office;
   3.4 be responsible for the general correspondence of the Association;
   3.5 be responsible for all other affairs of the Association;
   3.6 be responsible for the coordination of individual member applications. (Refer to Section III Article 1 No.3).

4. **Internal Secretary(ies)**
   The Internal Secretary(ies) shall:
   4.1 be the secretary(ies) of the Office;
   4.2 be responsible for the recording of minutes of the Office;
   4.3 be responsible for the processing of documents of the Office.

5. **External Secretary(ies)**
   The External Secretary(ies) shall:
   5.1 be responsible for the correspondence and external executive duties of the Association;

6. **Financial Secretary(ies)**
   The Financial Secretary(ies) shall:
   6.1 be the chief financial officer(s) of the Association;
   6.2 prepare the financial accounts and draft budgets of the Association;
   6.3 coordinate with the Officer(s) in compiling an annual budget;
   6.4 submit monthly financial reports to the Office;
   6.5 submit annual financial report to the Office at the Annual General Meeting;
   6.6 supervise the statement of accounts of the Association;
   6.7 be the treasurer of the Association.

7. **Publicity Secretary(ies)**
   The Publicity Secretary(ies) shall:
   7.1 be responsible for all the publicity affairs of the Association;
   7.2 be responsible for the management of the official website of the Association.

8. **Chairmen of the Constituents**
   The Chairmen of the Constituents shall:
   8.1 manage on behalf of the Association the Constituent of which he is the chairman;
   8.2 submit monthly reports to the Internal Secretary(ies).
SECTION V    FINANCE

Article 1    Financial year
The financial year of the Association shall correspond to the session of the Office, as stated in Section IV, Article 6.

Article 2    Accounts
The accounts of the Association shall be supervised by the School Authorities.

Article 3    Estimated annual budget
The estimated annual budget shall be prepared by the Financial Secretary and submitted to the Advisory Board through the Office for adoption.

Article 4    Statements of accounts and balance sheets
1.    Monthly Financial Reports
   An audited monthly statement of accounts shall be prepared and presented by the Financial Secretary, and submitted to the Office for adoption during the Ordinary Meetings.
2.    Annual Financial Reports
   An audited annual statement of accounts and balance sheets of the current financial year shall be prepared by the out-going for adoption at the Annual General Meeting of the current session. A copy of the annual financial report as well as each monthly financial report shall be submitted to the Advisory Board.

Article 5    Honorary auditor
An Honorary Auditor shall be invited by the Office to audit statements of accounts of the Association throughout the year.

Article 6    Foundation fund
The fund of the Association shall be available for music activities for charity, benefit of the students, or any other non-profit making purposes. The amount and purpose of using the fund should be determined by the Office, with the consent of the Advisory Board and two-thirds of the Officers present and voting. Only two-thirds of the amount of the fund can be used for such purpose at maximum.

Article 7    Surplus
The surplus of each financial year shall be transferred to the next session of the Association.

SECTION VI    ADVISORY BOARD

Article 1    Name
The name of the Committee formed under this Section shall be “THE MUSIC ASSOCIATION ADVISORY BOARD, WAH YAN COLLEGE, KOWLOON”, hereinafter referred to as “The Board”.

Article 2    Definition
The Board shall be the Principal and the Assistant Principals, the music teachers and the staff invited by the Office, when endorsed by the music teachers, after its formation.
Article 3  Functions and powers
The Board shall:
1. give guidance and supervision to the planning and implementation of the work of the Association;
2. be entitled to attend all meetings of the Office and of the organizations in the Association;
3. be informed of matters discussed at the meetings.

SECTION VII  THE ELECTION COMMITTEE

Article 1  Name
The name of the Committee formed under this Section shall be “THE MUSIC ASSOCIATION ELECTION COMMITTEE, WAH YAN COLLEGE, KOWLOON’, hereinafter denoted by the letters “E.C.”.

Article 2  Definition
The E.C. shall be the sole agency responsible for all matters concerning the election of the President of the Association of that next session.

Article 3  Responsibilities
The E.C. shall be:
1. responsible for deciding details concerning the election; AND
2. entitled to the right to vote.

Article 4  Session and formation
The E.C. shall be formed during the Evaluation Meeting of the Association of the current session and shall cease to exist within seven days after the formation of the Association of the next session. The E.C. shall consist of all Officers of the previous session of the Association and any person with the consent of the Association.

Article 5  Election Procedures
Application
1. The E.C., together with the advisory board, should communicate with the school authority to decide the date of the election forum.
2. The deadline of proposed cabinet application should be set at least 5 working days before the date of election forum.
3. The E.C., after receiving the application, should approve the application within one working day.
4. The required information and application method should be decided by the E.C.
5. For the qualification of proposed cabinet, please refer to Article 7.

Election Forum
1. The periods of election forum shall be decided by the school authority.
2. The procedures of the forum shall be:
   i.  5 minutes self-introduction by proposed cabinet
   ii. Anonymous written questions by audience
   iii. Spoken questions by audience
   iv. 5 minutes conclusion by proposed cabinet

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3. The E.C. shall decide when to conduct the process voting and vote counting.
4. The format of votes should be decided by the E.C.
5. At least one representative from both the E.C. and proposed cabinet shall be present when procedure of vote counting is processing.

Election Results
1. The legitimate votes should be at least half of the number of qualified voters.
2. Method of counting votes:

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\begin{align*}
\text{Number of 'for' and 'against' votes} & \geq 1 \\
\text{Total number of votes (i.e. 'for', 'against' and 'abstain' votes)} & = 2
\end{align*}
\]

3. If the number of votes of ‘for’ exceeds half of the total number of votes, and outweighs the ‘against’, the proposed cabinet is successfully elected, vice versa.
4. If the proposed cabinet fails to gain over half ‘for’ votes, the E.C. shall decide whether to conduct second round election process, or consult with the advisory board to go for assignment.
5. If a cabinet is successfully being elected at the second round election, they will become the new cabinet of Music Association.
6. If no cabinets are successfully being elected at the second round election, the E.C. should consult with the advisory board to go for assignment.
7. The E.C. should announce the results of all elections within one working day on Music Association’s official website, as well as announcing on the upcoming assembly.

SECTION VIII BY-LAWS AND REGULATIONS
The By-laws and Regulations shall be a property of the Association under the governance of this Constitution.

Article 1 Definition of the by-laws and regulations
1. By-laws
   1.1 A set of by-laws is a document governing the running of a Constituent of the Association;
   1.2 Each Constituent should have its own by-laws.
2. Regulations
   A set of Regulations is a document governing activities held by the Association.

Article 2 Interpretation of the by-laws and regulations
The interpretation of the by-laws and Regulations shall rest with the Office, when endorsed by the Board.

Article 3 Establishment of the regulations
All regulations shall be established by the Office.

Article 4 Suspension and amendment of the by-laws and regulations
1. Suspension
No part of the By-laws and Regulations shall be suspended except when agreed by two-thirds of the Officers or with the consent of over half of members of the Association and the approval of at least two members of the Board.

2. Amendment
The By-laws and Regulations shall not be altered or amended except by a motion carried out at an Extraordinary Meeting of the Office convened solely for this purpose. A motion to alter or amend the By-laws and Regulations shall not be considered unless with two-thirds of the votes of Officers present and the consent of the Board.

SECTION IX CONSTITUTION
The Constitution shall be a property of the Association.

Article 1 Interpretation of this constitution
The interpretation of the Constitution shall rest with the Office.

Article 2 Suspension and amendment of this constitution
1. Suspension
No part of this Constitution will be suspended except when agreed by two-thirds of the Officers or with the consent of over half of members of the Association and the approval of at least two members of the Advisory.

2. Amendment
This Constitution shall not be altered or amended except by a motion carried out at an Extraordinary Meeting of the Office convened solely for this purpose. A motion to alter or amend this Constitution shall not be considered unless with two-thirds of the votes of Officers present and the consent of the Board.

SECTION X DISSOLUTION OF THE ASSOCIATION
Any proposal for the dissolution of the Association can be raised by any Officer at any Office Meeting and MUST be seconded by one-third or more of the Officers present. The Association shall not be dissolved unless:
1. with the consent of four-fifths or more of the Officers;
2. with the consent of three-quarters or more of the members of the Association;
3. with the consent of all advisors; and
4. with the consent of the Principal.
In the Event of dissolution, all organizations under the Association shall continue to exist independently under the supervision of the School Authorities. All properties of the Association shall be transferred to the School Authorities and shall be used for future music promotion activities.

Last revised: 10 October 2018