HONG KONG UNIVERSITY STUDENTS’ UNION
DRAMA SOCIETY
CONSTITUTION
Section I – General
1. Name
The name of the Society will be the “Hong Kong University Students’ Union Drama Society”. Hereafter referred to as “the Society”. The Chinese name of the Society shall be: 香港大學學生會戲劇社.
2. Aims
The aims of the Society will be:
a. to promote the standard of drama in University of Hong Kong;
b. to promote interests in drama among students of the University of Hong Kong and the general public in Hong Kong.
3. The Society is a non-profit making association. Members of the Society do not take any share of the profit nor any share of the assets upon dissolution. (amended 01/99)
Section II – Membership
1. Membership
a. Full Membership
Every full member of the Hong Kong University Students’ Union will be a full member of the Society on the payment of the prescribed fee.
b. Associated Membership
Every past full member of the Society who has left the University will be an associated member of the Society on the payment of the prescribed fee, or every associated member of the Hong Kong University Students’ Union will be an associated member of the Society on the payment of the prescribed fee.
2. Privileges
a. All members will enjoy the following privileges:
i. to enjoy and use all the facilities provided by the Society;
ii. to attend functions and activities organized by the Society.
b. Full members of the Society may participate in and vote at General Meetings of the Society; may vote, nominate and be nominated for election and be eligible for office in the Executive Committee of the Society. (amended 12/11)
3. Membership fee
The annual membership fee of the Society will be set according to the amount approved by the Cultural Association Council, HKUSU annually. (amended 12/11)
Section III – Executive Committee

1. The session of Executive Committee shall commence once elected at Annual General Meeting or Extraordinary General Meeting and terminated at the next Annual General Meeting. (amended 12/11)

2. Membership
   The Executive Committee will consist of:
   a. Chairperson (1) (amended 12/11)
   b. Internal Vice-chairperson (1) (amended 12/11)
   c. External Vice-chairperson (1)(amended 12/11)
   d. Internal Secretary (1)
   e. External Secretary (1)
   f. Financial Secretary (1)
   g. Social Secretary (1)
   h. Publication and Publicity Secretaries (1-3) (amended 12/11)
   i. Publication and Publicity Secretaries (IT) (amended 12/11)
   j. Marketing Secretaries (1-2) (amended 12/11)
   k. Welfare Secretary (1)
   l. Education Secretary (1) (amended 12/11)
   m. Property Secretaries (1-2) (amended 12/11)
   n. Programme Secretaries (1-3) (amended 12/11)

3. Functions
   a. to formulate and implement the policies of the Society in accordance with its aims.
   b. to carry out the resolutions of the General Meetings.

4. Duties
   a. Chairperson
      The Chairperson will
      i. take the chair at General Meetings and all Executive Committee meetings of the Society;
      ii. represent the Society in the Cultural Council; (amended 11/05)
      iii. be the chief executive of the Society;
      iv. jointly sign with the Financial Secretary all cheque pertaining to all financial transactions of the Society (amended in 01/00)
   b. Internal Vice-chairperson
      The Internal Vice-chairperson will
      i. assist the Chairperson to carry out his duties.
      ii. discharge the duties of the Chairperson in his absence.
   c. External Vice-chairperson
      The External Vice-chairperson will
      i. assist the Chairperson in all his duties pertaining to external affairs;
      ii. promote relations between external drama societies and the Society.
d. Internal Secretary
   The Internal Secretary will
   i. be the secretary of all General Meetings and all
      Executive Committee meetings of the Society;
   ii. keep the membership roll of the Society.

e. External Secretary
   The External Secretary will be responsible for the general
   correspondence of the Society.

f. Financial Secretary
   The Financial Secretary will be responsible for all financial
   matters of the Society.

g. Social Secretary
   The Social Secretary will
   i. organize social activities;
   ii. manage the facilities provided by the Society.

h. Publication and Publicity Secretaries (amended 01/08)
   The Publication and Publicity Secretary will be responsible for
   i. the publication of the Society;
   ii. publicizing the activities of the Society.

i. Publication and Publicity Secretary (IT) (amended 01/08)
   The Publication and Publicity Secretary (IT) will be
   responsible for
   i. the publication of the Society;
   ii. publicizing the activities of the Society through IT

j. Marketing Secretaries (amended 01/10)
   The Marketing Secretary will be responsible for all marketing
   duties in relation to the Society and its activities.

k. Welfare Secretary
   The Welfare Secretary will be responsible for all welfare
   matters of the Society and all members of the Society.

l. Education Secretary (amended 01/10)
   The Education Secretary will be responsible for
   i. all educational matters of the Society;
   ii. coordinating functions organized by the drama team.

m. Property Secretaries
   The Property Secretary will be responsible for managing the
   stocks and properties of the Society.

n. Programme Secretaries
   The Programme Secretary will be responsible for the
   arrangement of production, performance and cultural activities
   organized by the Society.

Section IV – Drama Team (amended 01/10)

1. Definition
   Drama Team is a sub-organization of the Society.

2. Aims
   a. to assist Education Secretary;
   b. to promote standard of drama through initiating educational
activities and productions.

3. Structure
   a. Drama Team Managers (1-3)
      i. to organize functions of Drama Team;
      ii. to report to Education Secretary the progress of activities organized by the Drama Team.
   b. Drama Team Member
      i. to assist the Drama Team Managers.

4. Qualification
   All members of the Society upon application.

Section V – Annual General Meeting

1. Date
   Except with the permission of the Cultural Council, the Annual General Meeting of the Clubs shall be held within the period starting from the first day of January to the third week of March. (amended 11/11)

2. Notice
   Notice of the Annual General Meeting and the agenda will be posted up at least 7 clear days before the Meeting. (amended 12/11)

3. Quorum
   7% or 20 of the full members of the Society, whichever the more, will form the quorum. (amended 11/11)

4. Business
   a. to adopt and receive the agenda; (amended 12/11)
   b. to receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s)(if any); (amended 12/11)
   c. to receive and adopt the Annual Functional Report; (amended 12/11)
   d. to receive and adopt the Annual Financial Report; (amended 12/11)
   e. election of Executive Committee and Drama Team Managers of the next session; (amended 12/11)
   f. to receive the Year Plan and Financial Budget; (amended 12/11)
   g. to authorize the newly elected Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the Society jointly; (amended 12/11)
   h. any other business (amended 12/11)

Section VI – Extraordinary General meeting

1. The Executive Committee may call an Extraordinary General Meeting at any time. Upon a requisition made in writing to the Internal Secretary and signed by not less than 20 of the full members, the Chairperson will convene an Extraordinary General Meeting within three weeks’ time. Any such requisition will specify the objects for the proposed meeting, and no other matter will be discussed there without the
consent of at least two-third of the full members present at that Extraordinary General Meeting. (amended 11/05)

2. Notice and agenda of the Extraordinary General Meeting will be posted at least three clear days before in advance.

3. 5% or 15 of the full members, whichever the more, will form the quorum. (amended 11/11)

4. The Extraordinary General Meeting will enjoy the same power as the Annual General Meeting.

Section VII – Voting of no-confidence (amended 11/05)
A vote of no-confidence for infringement of the Constitution, neglect of duties or unbecoming conduct may be moved against any member of the Executive Committee at a General Meeting. A vote so passed will call for the immediate resignation of the person or persons against whom the vote is moved.

Section VIII – Election
1. Time
The Annual General Meeting Election of the Executive Committee Members and Drama Team Managers will be held at Annual General Meeting as stated in Section V.

2. Nomination
Nomination for the Executive Committee Members and Drama Team Managers must be submitted to the Internal Secretary at least three clear days before the Annual General Meeting in forms especially provided for that purpose. Any nomination received after the stipulated time will be null and void. (amended 01/10)

3. Method of votes
   a. When there is only one candidate for the post, the attending Full Members of the Society shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate. (amended 12/11)
   b. When there are two candidates for one post a straight ballot shall be held. In the event of a tie a re-election shall be held. (amended 12/11)
   c. When there are more than two candidates for one post, the attending Full Members of the Society shall indicate on their ballot sheets theirs of preference for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his/her votes shall be distributed according according the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he/she is declared elected. (amended 12/11)

4. Re-election
The Chairperson who presided over the election shall, on being satisfied that there had been a contravention of any of the above election procedures, shall order a Re-election. Any request for a Re-election will only be entertained if made by not less than ten full members in writing together with the grounds on which the request is made and submitted to the Executive Committee not later than 24 hours after the Election.

5. Vacancy
   a. Vacancy of the post Chairperson will be filled at an Extraordinary General Meeting called for the purpose by the remainders of the Executive Committee.
   b. Vacancy in the Executive Committee will be filled at an Extraordinary General Meeting called for the purpose by the Executive Committee or co-opted by the remainders of the Executive Committee if the vacancy is not the post of the Chairperson.

Section IX – Constitution (amended 01/10)
1. This Constitution will only be amended at a General Meeting, notice on which will have been posted at least 7 clear days in advance, intimation specifically the changes proposed.
2. A motion to amend any part of the Constitution will be carried only when so agreed to by not less than two-thirds majority present and voting at the General Meeting. (amended 12/11)
3. The interpretation of the Constitution shall rest in the hands of the Executive Committee.

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Yen Man Cheuk Jeff  Siu Yik Tong Nicky
Chairperson          Programme Secretary
Drama Society, HKUSU Drama Society, HKUSU