



**CONSTITUTION OF THE DANCE SOCIETY OF
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
STUDENTS' UNION**

(Amended Version June 2013)

SECTION I: GENERAL

ARTICLE 1: DEFINITION

In this Constitution:

- (a) "University" shall mean the Hong Kong University of Science and Technology (or in short, HKUST).
- (b) "Student" shall mean a student of the Hong Kong University of Science and Technology.
- (c) "Society" shall mean the Dance Society of the Hong Kong University of Science and Technology.
- (d) "Constitution" shall mean the Constitution of the Dance Society of the Hong Kong University of Science and Technology.
- (e) "Students' Union" shall mean the Hong Kong University of Science and Technology Students' Union (or in short, HKUSTSU).

ARTICLE 2: NAME

The English name of the Society shall be "*Dance Society, Hong Kong University of Science and Technology Students' Union*" and the Chinese name shall be 香港科技大學學生會舞蹈學會.

ARTICLE 3: OBJECTIVES

The objectives of the Society shall be:

- (a) To arouse students' interest towards dancing and broaden their knowledge of dancing.
- (b) To promote the welfare of members of the Society.
- (c) To establish and provide personal contacts and co-operation opportunities.
- (d) To act as a bridge between the members and other organizations.

ARTICLE 4: ADDRESS

The address of the Society shall be:

Mailbox #25, Students' Union Offices,
LG5, Academic Building,
The Hong Kong University of Science and Technology,
Clear Water Bay,
Kowloon, Hong Kong SAR

ARTICLE 5: OFFICIAL LANGUAGE

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

ARTICLE 6: SESSION

The session of the Society shall commence immediately after an Annual General Meeting and terminate immediately after the conclusion of the next Annual General Meeting.

ARTICLE 7: AFFILIATION

The Society shall be affiliated to the Hong Kong University of Science and Technology Students' Union.

SECTION II: MEMBERSHIP

ARTICLE 1: MEMBERSHIP

1. The Society shall consist of the following types of members:
 - (a) Full Members;
 - (b) Associate Members; and
 - (c) Honorary Members.
2. Only Full Members of the Students' Union who have paid membership fee of the Society shall be entitled to Full Membership of the Society. They shall cease to be Full Members upon graduation or otherwise upon ceasing to be undergraduate or postgraduate students.
3. All members and past graduates of the University who have paid membership fee of the Society, other than students eligible for Full Membership, shall be entitled to Associate Membership. Any persons not being eligible for membership of the Society under the above articles may be entitled to Associate Membership with prior approval of the Executive Committee of the Society.
4. All persons may be entitled to Honorary Membership with prior approval of the Executive Committee of the Society. All members of the Executive Committee of the Society shall be entitled to Honorary Membership after graduation.

ARTICLE 2: PRIVILEGES

1. All members of the Society shall be entitled to the following privileges:
 - (a) To use all facilities provided by the Society for general use of its members.
 - (b) To attend General Meetings of the Society.
 - (c) To participate functions and activities arranged by the Society.
2. Only Full Member shall be entitled to raise motion, to second and to vote at all election(s) and General Meeting(s), and to stand for election or hold office as an office bearer of the Society.

ARTICLE 3: RESPONSIBILITY

1. All members of the Society shall undertake to abide by the provisions of the Constitution and resolutions passed at the General Meetings of the Society.
2. All Full and Associate Members of the Society shall pay the membership fee, according to the term of membership, i.e. 1-, 2-, 3- or 4-year.

SECTION III: GENERAL MEETINGS

ARTICLE 1: THE ANNUAL GENERAL MEETING

1. An Annual General Meeting shall be held between the beginning of the fourth week and the end of the sixth week of the Spring Semester.
2. A notice of the Annual General Meeting and the Agenda shall be posted seven days beforehand.
3. The business of the Annual General Meeting shall be:
 - (a) To receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings.
 - (b) To receive and adopt the annual report prepared by the Internal General Secretary for the previous session.
 - (c) To receive and adopt:
 - (1) The Financial Secretary's financial report;
 - (2) The balance sheet of the Society for the previous session.
 - (d) To introduce the Executive Committee members of the Society of the next session.

- (e) To pass amendments to the Constitution, if any.

ARTICLE 2: EXTRAORDINARY GENERAL MEETING

1. The Executive Committee shall have the right to convene an Extraordinary General Meeting of any purpose whenever necessary.
2. The Chairperson shall convene an Extraordinary General Meeting upon a requisition assigned by not less than one-fifth or twenty five (whichever is greater) of the Full Members of the Society, such requisition shall specify the objects of the proposed meeting.
3. No less than seven days a notice shall be given for an Extraordinary General Meeting and the notice convening the meeting shall specify the business to be discussed.
4. Business not stated on the agenda shall not be discussed in any Extraordinary General Meetings unless a consent of at least two-thirds of the members present prevailed.

ARTICLE 3: QUORUM

1. One-tenth or twenty (whichever is greater) of the Full Members of the Society shall form a quorum of a General Meeting.
2. If a quorum is not present within 45 minutes after the time scheduled for the commencement of the General Meeting, the meeting shall be adjourned to the following fifth day; and if at that meeting, a quorum is still not present, all Full Members present shall form a quorum.

ARTICLE 4: AUTHORITY

1. The highest authority in all matters affecting the Society shall go to the resolutions passed in the General Meeting.
2. Each Full Member of the Society, except the Chairperson, shall have one vote at any General Meetings pursuant to a resolution at a General Meeting.

ARTICLE 5: CHAIRPERSON OF MEETINGS

1. The Chairperson of the Society shall preside at all General Meetings.
2. In the absence of the Chairperson, the Internal Vice-Chairperson shall then conduct the General Meetings. If neither of them shall be present, the Full Members present shall elect one of them to preside as the Chairperson.

ARTICLE 6: PROCEDURE AT GENERAL MEETINGS

1. No business shall be transacted at any General Meeting unless a quorum of Full Members is present at the time when the meeting proceeds business.
2. The Chairperson may, with the consent of the meeting at which a quorum is present, adjourned the meeting from time to time and from place to place.
3. The General Meeting shall be postponed in case of absence of the quorum in accordance with Section III Article 3. The date of postponed meeting shall be determined by the Chairperson and be announced.
4. No resolutions shall be passed at any General Meeting other than those specified in the notice unless with a consent of at least two-thirds of the Full Members present. A resolution may be amended with the consent of a majority of the Full Members present but no amendment shall be permitted which substantially altering the original meaning. The chairperson shall not put to the meeting any amendment which he/she considers to have such effect.
5. At any General Meeting a resolution put to the vote shall be decided on a show of hands, unless the meeting or the Chairperson decides a vote by secret ballot shall be held.
6. With the exception of resolutions to amend the Constitution and dissolve the Society, a simple majority shall be sufficient to carry or defeat a resolution. In the event of an equality of votes, the Chairperson shall have a casting vote.

SECTION IV: EXECUTIVE COMMITTEE

ARTICLE 1: AUTHORITIES AND RESPONSIBILITIES

1. Authorities
The Executive Committee shall be the executive body of the Society, unless otherwise ruled by the General Meeting, and shall have the power to:
 - (a) Represent the Society in all matters concerning the Society.
 - (b) Carry out functions to implement the objectives of the Constitution and the policies laid down by the General Meetings for the general interests of the members of the Society.
 - (c) Make all regulations and exercise all authorities vested by the Constitution.
2. Responsibilities
The Committee shall be responsible to the General Meetings and for all the undertakings of the Committee or Sub-committee.

ARTICLE 2: STRUCTURE

1. There shall be an Executive Committee, which shall be composed of:
 - (a) Chairperson
 - (b) Internal Vice-Chairperson
 - (c) External Vice-Chairperson
 - (d) Internal General Secretary
 - (e) External General Secretary
 - (f) Financial Secretary
 - (g) Publication Secretary
 - (h) Promotion Secretary
 - (i) Public Relations Secretary
 - (j) Welfare Secretary
 - (k) Marketing Officer
 - (l) Team Manager
 - (m) Course Manager
2. The Chairperson, the Vice-Chairperson(s) and the Financial Secretary shall not hold any other positions in the any other affiliated societies.
3. The Executive Committee shall have at least four members; otherwise the Executive Committee shall dissolve.

ARTICLE 3: DUTIES OF OFFICIALS

1. The Chairperson shall be the chief executive, shall represent the Society in all affairs, and shall preside at all meetings of the Society.
2. The Internal Vice-Chairperson shall assist the Chairperson in all internal affairs, and shall act as ex-officio Chairperson of the Executive Committee in the absence of the Chairperson.
3. The External Vice-Chairperson shall assist the Chairperson in all external affairs.
4. The Internal General Secretary shall be responsible for internal executive duties, keeping the membership records of the Society, and preparing minutes of the Executive Committee Meeting, the General Meeting and the annual report of the Society.
5. The External General Secretary shall be responsible for external executive duties and be responsible for maintaining all external correspondence of the Society.
6. The Financial Secretary shall be responsible for all financial matters of the Society.
7. The Publication Secretary shall be responsible for all publication activities of the Society.
8. The Promotion Secretary shall be responsible for all promotional matters concerning the Society.

9. The Public Relations Secretary shall be responsible for all public relations of the Society.
10. The Welfare Secretary shall be responsible for all affairs concerning the general welfare of the members of the Society.
11. The Marketing Officer shall be responsible for all marketing matters of the Society.
12. The Team Manager shall be responsible for all affairs concerning the Dancing Team of the Society.
13. The Course Manager shall be responsible for all course matters of the Society.

ARTICLE 4: SUB-COMMITTEE

1. The Executive Committee shall have the authority to delegate power to a Sub-committee(s) to deal with any business.
2. The Executive Committee shall have the authority to appoint or approve members of any Sub-committee(s).

ARTICLE 5: EXECUTIVE COMMITTEE MEETING

1. The Executive Committee meeting shall be convened by the Chairperson.
2. Each Executive Committee member except the Chairperson shall be given one vote. In the event of an equality of votes, the Chairperson shall have the casting vote.
3. Two-thirds of the Executive Committee members shall form a quorum.
4. The Executive Committee shall have the right to invite any persons to attend any Executive Committee Meetings during which the persons' opinion can be expressed.

SECTION V: ELECTIONS

ARTICLE 1: GENERAL

1. Election shall be held for the cabinet of the Executive Committee for the following session at the end of the promotion period, which is usually within the first 8 weeks of Spring Semester.
2. Re-elections shall be held when the election(s) is/are void.
3. The Executive Committee of the Society shall form and authorize an Election Board to conduct the Election.

ARTICLE 2: THE ELECTION BOARD

1. An Election Board shall consist of at least 2 members of the current Executive Committee and at least one Full Member of the Society who is not an Executive Committee.
2. The Election Board shall be set up at least 7 days before the nomination period starts.
3. The Election Board shall conduct election(s), announce the results of the election, receive and handle complaints and all other matters pertaining to the election.

ARTICLE 3: NOMINATION

1. Nomination for cabinets open for election may be made 4 weeks before the date of election.
2. Each cabinet shall submit its nomination in the form prescribed by the Executive Committee before the closure of the nomination period.
3. The nominated cabinet shall be composed of at least 8 candidates, and must include a Chairperson, an Internal Vice-Chairperson, an External Vice-Chairperson, an Internal/External General Secretary and a Financial Secretary. The maximum number of candidates of each nominated cabinet shall be 15 candidates.
4. Each nomination (cabinet base) shall be seconded by at least five Full Members of the Society other than the candidates.
5. Each individual candidate shall be nominated for one post only.
6. The deadline of the nomination period shall be the first week of Spring Semester.

7. In case there is no nomination received, a General Meeting shall resolve the matter.
8. In case of no nomination for a post, the vacancy shall be pending until the formation of the new Executive Committee.
9. The new Executive Committee shall possess the authority to appoint any Full Members to fill the vacancy.
10. The nominated cabinet shall be announced by posting a notice, including posters, ENB and e-mails.

ARTICLE 4: PROMOTION

1. Promotion of the nominated cabinet shall be started after the nomination period, usually the second week of Spring Semester.
2. The current Executive Committee shall act as an advisor of the nominated cabinet but shall not be responsible for any promotion expense of the nominated cabinet.
3. The maximum amount of expenses allowed for each candidate is HKD1000.

ARTICLE 5: THE ELECTORAL SYSTEM

1. A secret ballot is adopted in the polling.
2. Each Full Member shall have one vote in respect of each cabinet open for election.
3. Votes may be cast from 9am to 6pm on the Polling Day and shall be counted within 24 hours after the closure of balloting and in the presence of not less than three members of the Election Board.
4. The counting of votes shall be open to all members of the Society.
5. The provisional result of the election shall be announced after the conclusion of vote counting.
6. Any complaints concerning the election shall be made in writing within 24 hours after conclusion of vote counting. The result of the election shall not be officially approved or announced before all complaints are settled.
7. In case of no complaints received, the official result shall be announced within 24 hours after the closure of election.

ARTICLE 6: POLLING

1. Unmarked or improperly marked ballot paper shall be deemed invalid.
2. Where a cabinet is uncontested, the nominated cabinet shall be declared elected if:
 - (a) The total number of valid votes received in the election is greater than 30 percent of the total number of Full Members of the Society; and
 - (b) The total number of valid votes for is greater than the total number of valid votes against the cabinet.
3. In case there are 2 or more cabinets, the cabinet with the highest number of votes shall be elected into office.
4. Whenever an equal number of votes are cast in the election, a re-election shall be held.
5. A re-election should be held if the total number of valid votes received in the election is less than 30 percent of the total number of Full Members of the Society.

SECTION VI: RESIGNATION AND VACANCIES

ARTICLE 1:

Any Executive Committee member who wishes to resign shall inform the Committee at least one month in advance by writing a signed letter. A notice concerning the resignation shall also be posted.

ARTICLE 2:

1. Any Executive Committee member, who have committed any infringement of the Constitution, used the name of the Society in illegal or corrupt acts, been found for negligence of duties, may be demanded by the Executive Committee to resign at an Extraordinary General Meeting.
2. A resolution to condemn or a vote of non-confidence may be moved against any Executive Committee members at any General Meeting held specifically for the purpose.

ARTICLE 3:

A vacancy in the Executive Committee can be filled by any Full Members of the Society appointed by the Executive Committee.

SECTION VII: FINANCE

ARTICLE 1: FINANCIAL YEAR

The financial year shall follow the session of the current Executive Committee.

ARTICLE 2: FINANCIAL REPORT

At the end of each financial year, a Financial Report including a balance sheet and other financial statements shall be prepared and presented by the Financial Secretary in the following Annual General Meeting for adoption.

ARTICLE 3: BANK ACCOUNTS

The Society may open a current account and/or a saving account in any Government approved financial institutions, provided that money can be withdrawn only with two signatures out of three authorized signatures including those of the Chairperson, the Financial Secretary and an appointed Executive Committee member.

ARTICLE 4: SUBSIDIES OR LOANS

The Societies shall not apply or accept any loans outside Students' Union. The Society may approach Students' Union or Student Affairs Office to ask for financial assistance.

SECTION VIII: CONSTITUTION

ARTICLE 1: AMENDMENT

1. An amendment, if any, to the Constitution shall be made by a resolution of not less than two-thirds of votes at a General Meeting only.
2. Proper notice(s) shall be given of any amending motions.

ARTICLE 2: INTERPRETATION

The Executive Committee shall have the sole right of interpreting the Constitution.

SECTION IX: DISSOLUTION OF THE SOCIETY

ARTICLE 1:

A General Meeting shall be convened by the Executive Committee to discuss the matter concerning the dissolution of the Society, if necessary.

ARTICLE 2:

The Society will dissolve only if the dissolution is agreed by at least three-fourth of the Full Members in the General Meeting held specifically for the purpose.

ARTICLE 3:

If the Society is dissolved before the next Annual General Meeting, the Executive Committee members cannot share any advantage and property of the Society.

ARTICLE 4:

Notice of dissolution shall be posted in the Official Notice Area within 24 hours for at least 7 days.

SECTION X: DANCING TEAM

ARTICLE 1:

Dancing Team is recognized by the Sports Association and it is affiliated to Dance Society.

ARTICLE 2:

All decisions made should be subject to the Executive Committee of the Society. Team Manager has the right to decide on general affairs of the Dancing Team. However, the issues which are considered to be important by the Chairperson and Team Manager should be left for discussion in General Meetings of the Society.

ARTICLE 3:

1. The Society will transfer 10% of the net profit of each month to the Team Fund Account.
2. All financial matters of Dancing Team are managed by Financial Secretary of the Society.

ARTICLE 4:

1. Dancing Team members have to follow the regulations strictly else he/she may be requested to leave the Dancing Team.
2. Team regulations are attached to the Constitution.

1st Amendment: May 1996

2nd Amendment: April 2009

3rd Amendment: June 2013