

**Stewards Pooi Kei College
Co-curricular Activities Team
The Constitution of Music Association**

Section One - General

Article 1 --- Name

The name of the organization shall be "The Music Association of Stewards Pooi Kei College"; the name in Chinese shall be "香港神託會培基書院音樂聯會" and the short form shall be "SPKCMA", hereafter referred to as 'the Association'.

Article 2 --- Address

The address of the Association shall be Stewards Pooi Kei College, 56, Siu Lek Yuen Road, Shatin.

Article 3 --- Aims

The aims of the Association are:

- to develop student's leadership and self-management
- to promote school music culture
- to enhance the communication between music teams, Music Department and the School
- to strive for musical achievements
- to provide welfare services in music field
- to monitor the teaching and learning quality of music teams / clubs

Article 4 --- Function

The Association is the official student organization authorized by Stewards Pooi Kei College, which is to assist Music Department and the Student Union in promoting school music culture.

Article 5 --- Official Language

The official languages of the Association shall be English and Chinese.

Article 6 --- Effective Date

This Constitution will be effective from 1st September 2010.

Section Two - Membership

Article 1 --- Members

1. All music team and club members of Stewards Pooi Kei College shall be primary members of the Association.
2. The alumni of Stewards Pooi Kei College who have outstanding contribution to the Association or in the music industry will be invited to be honorary members with the approval of the Association and the School.

Article 2 --- Responsibilities and Rights

1. Every member of the Association shall be bound to further to the best of his ability to the objectives, interests and influence of the Association and shall abide by the Constitution of the Association.
2. Every member of the Association has the right to attend the Association Committee meetings as an observer.
3. Every member of the Association has the right to participate in any activities, or enjoy the welfare services provided by the Association.
4. Every member of the Association has the right to help organizing activities of the Association.
5. Every member of the Association has the right to voice his / her opinions on matters about school music development and the performance of the Association.

Section Three - The Executive Committee of the Association

Article 1 --- Introduction

The Executive Committee of the Music Association of Stewards Pooi Kei College, in Chinese is “香港神託會培基書院音樂聯會委員會”, hereafter referred to as ‘the Exco’, is to administer the Association and shall serve for one year.

Article 2 --- Term of Office

1. The term of office of the Exco shall be one year.
2. The term of office shall be effective from the beginning of October of each school year to the end of September of the following year.

Article 3 --- Structure

1. Seven core members shall be the members of the Executive Committee of the Association. The Exco shall be appointed by the Teacher Advisory Committee and shall comprise the Chairperson, 2 Vice-chairpersons (1 internal and 1 external), the Secretary, the Treasurer, the Promotional Officer and the General Affairs Officer.
2. One committee member of each music team / club shall be the extended committee member of the Executive Committee of the Association, who acts as the coordinator between the Exco and the team / club.

Article 4 --- Qualifications

1. The Candidate for the office of Chairperson shall be a student of the Fourth Form or above.
2. The Candidate for the core committee members shall be a student of the Second Form or above.
2. The Candidate for the office must not have any demerit and/or major demerit in the previous two school years before the nomination.
3. The Teacher Advisory Committee has the right to make the final decision of the appointment.

Article 5 --- Formation of Executive Committee of the Association

1. Appointment system shall be used.
2. The recruitment interview for the Exco shall be held within September every school year.
3. Candidates who fulfill the basic qualifications mentioned in Article 4, *Section Three* will be offered an interview.
4. Suitable candidates in the interview will be selected and appointed as the Exco members by the Teacher Advisory Committee.
5. If no candidate is selected for a position in the interview, the recruitment period shall be extended until the position is filled.
6. Any candidate providing false information or breaking the regulations of the recruitment and interview shall risk disqualification.
7. Any candidate buying votes of the Teacher Advisory Committee members shall risk disqualification.

Article 6 --- Duties and Rights of the Exco

The Chairperson of the Association shall:

1. Be the authorized representative of the Association on all occasions;
2. Be the Chairperson of the regular meetings of the Association;
3. Call meetings of the Association, preside over them and confirm decisions taken therein;
4. Serve as a link between the School Authorities, Music Department and the Student Union;
5. Be responsible for the smooth running of all programmes of the Association;
6. Be responsible for the interests and rights of the Association;
7. Sign all reports, correspondence, minutes of each meeting and all financial statements;
8. Draw up the year plan and budget plan with the assistance of the Internal Vice-chairperson, Secretary and the Treasurer;
9. Draw up an annual report to be read out at the Annual General Meeting with the help of the Secretary;
10. Be entitled to call any emergency meeting of the Association;
11. Entitled to check all records and files of the Association;
12. Be entitled to assign jobs to the Exco members;
13. Monitor the work of the core members.

The Internal Vice-Chairperson of the Association shall:

1. Be the ex-officio Chairperson of the Exco and other regular meetings in the absence of the Chairperson;
2. Assist the Chairperson in all his / her duties;
3. Responsible for the internal administration and coordination of the Association;
4. Help the Chairperson to draw up a year plan and a general annual report;
5. Monitor the work of the music team coordinators;
6. Monitor the teaching and learning quality of all music teams and clubs.

The External Vice-Chairperson of the Association shall:

1. Be the ex-officio Chairperson of the Exco and other regular meetings in the absence of the Chairperson and the Internal Vice-Chairperson;
2. Assist the Chairperson in all his / her duties;
3. Responsible for the external coordination of the Association;
4. Help the Chairperson to draw up a general annual report;
5. Monitor the quality of all musical service providers.

The Secretary of the Association shall:

1. Record the minutes of all regular meetings;
2. Assist the Chairperson in all his / her duties;
3. Help the Chairperson to draw up a year plan and a general annual report;
4. Release all minutes on the board;
5. Be responsible for all correspondence;
6. Be responsible for the filing of all correspondence and documents.

The Treasurer of the Association shall:

1. Administer funds of the Association;
2. Keep proper books of accounts;
3. Give the statements of finance at the meeting where necessary. All statements shall be countersigned by the Chairperson;
4. Submit a financial report to the School via the Teacher Advisory Committee in each quarter;
5. Release all financial reports on the board.
6. Prepare the annual financial report to be read out at the Annual General Meeting;
7. Assist the Chairperson to prepare the budget plans for the school year.

The Promotional Officer of the Association shall:

1. Be responsible for all promotions of the activities organized by the Association;
2. Update all music boards with the Secretary and the Treasurer.

The General Affairs Officer of the Association shall:

1. Maintain the cleanliness and tidiness of the facilities for storage and operation of the Association;
2. Help the setting of different venues before and after activities;

3. Administer welfare of the Association, e.g. souvenirs and stationery supplies, discount provided by outsiders etc.;
4. Be responsible for the receipt of complaints and suggestions from the students and dealing with them accordingly;
5. Administer the booking of the school facilities specified by the School.

The Music Team / Club Coordinator of the Association shall:

1. Be responsible for all coordination and communications between the Association and his music team / club;
2. Help organizing the activities of the Association;
3. Give a report on his music team / club to the Association. If necessary, a formal written report is required;
4. Voice the opinions suggested by his music team / club to the Association.

Article 7 --- Teacher Advisory Committee

1. Members of the Teacher Advisory Committee, who shall be Music Teachers or CCA Team Teachers, are appointed by the Principal every school year.
2. The Teacher Advisory Committee has the right to attend all meetings of the Association.
3. The Teacher Advisory Committee shall provide relevant information to the Exco.
4. The Teacher Advisory Committee shall have the final say on every issue.

Article 8 --- Resignation of Exco Members

1. No Exco core member may resign without the approval of the Chairperson of the Association and the Teacher Advisory Committee of the Association.
2. If any Exco core member resigns, he/she has to submit a formal letter of resignation with parents' signature to the Executive Committee of the Association.
3. The Chairperson of the Association should announce the resignation as soon as possible in an Exco meeting and to the public.
4. The Exco has the right to appoint an extended committee member to replace the post if necessary.
5. Any Exco core member who quits from school during the term of office shall be treated as resigning from the Executive Committee of the Association. He/ She will lose the primary membership of the Association at the same time.

Article 9 --- Termination of Office of Exco Members

1. The Teacher Advisory Committee of the Association can terminate the office of any Exco core members and extended members.
2. The Exco can terminate the office of any Exco core member and extended member in case the member fails to comply with the duty after a sounded written warning. Any resolution shall be carried by 2/3 majority vote of all Exco members. In case of equal votes, the Chairperson of the meeting shall have the final say. The decision made shall be approved by the Teacher Advisory Committee.

Article 10 --- Meetings

1. The Exco core members shall meet regularly on dates specified by the Exco at the first Exco meeting of the year.
2. The Exco core members and extended members shall meet whenever necessary and at Annual General Meeting.
3. The Chairperson of the Association can call a meeting of core members only, or with the presence of all extended members.
4. All meetings shall be prior notified by the Chairperson 24 hours before.
5. An agenda is required for all meetings.
6. All the Exco core meetings require the presence of at least five core members, while all the other formal meetings require the presence of at least 2/3 of the committee members to form a quorum. If there is no quorum within the first fifteen minutes after the notified time, the meeting shall be adjourned to a date and time decided by the Chairperson of the meeting.
7. Any resolution shall be passed by a simple majority excluding the abstained vote. In case of equal votes, the Chairperson of the meeting shall have the final say.

Section Four - Finance

Article 1 --- Source

The finance of the Association shall depend on the funds she raises and on the allocation of the CCA fund. The Executive Committee of the Association shall be consulted on the amount and the School Authority shall have the final decision.

Article 2 --- Planning of the Budget

The Exco of the Association shall be responsible for planning the budget at the beginning of the school year. The planned budget shall be passed by the Exco of the Association and approved by the School Authority.

Article 3 --- Record of Expenditure and Income

The Treasurer shall be responsible for keeping proper books of accounts recording all sums of money received and spent by the Exco.

Article 4 --- Annual Financial Report

An annual financial report must be prepared by the Treasurer and this shall be read out at the Annual General Meeting at the end of the school year.

Article 5 --- Financial Report

A financial report must be prepared by the Treasurer in each quarter and this shall be passed to the Teacher Advisory Committee.

Article 6 --- Financial Year

The financial year of the Association is the same as the term of office.

Section Five - The Constitution

Article 1 --- Interpretation

In case of any discrepancies or difference of opinions over the interpretation of the Constitution, the Teacher Advisory Committee shall have the final say.

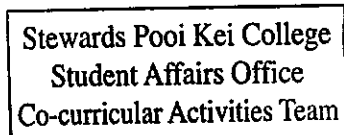
Article 2 --- Amendments

The rule may be added to, repealed, or amended by resolution. It is proposed by the Teacher Advisory Committee and the Executive Committee of the Association. No such resolution shall be deemed to have been passed unless:

1. it is carried by 2/3 majority vote of the Teacher Advisory Committee, members of the Executive Committee at an emergency general meeting with a quorum of 2/3 majority.
2. it is confirmed by the Teacher Advisory Committee of the Association.

Section Six - Dissolution of the Association

1. The Principal has the right to dissolve the Association after consultation with the Teacher Advisory Committee.
2. In the event of the dissolution, all properties of the Association shall be turned over to the Teacher Advisory Committee of the Association until the next Exco is formed.

				
Signature of Principal	School Chop	Signature of CCA Team Head	Chop of CCA Team	Chop of the Music Association (SPKCMA)

- The End -