

**The Student Union of The Chinese University of Hong Kong  
Affiliated Clubs and Societies Activities Fund Bylaw**

(Adopted in November 2009)

(Last revised on 11<sup>th</sup> September 2017)

**Long Title**

The Council approves the establishment of the “Affiliated Clubs and Societies Activities Fund” so activities of the Affiliated Clubs and Societies shall be further supported by the Student Union of the Chinese University of Hong Kong.

**Part I: Preliminary**

**1. Aim**

The Bylaw is to support the “Affiliated Clubs and Societies Activities Fund”, and specify matters associated with applications, approvals and reports.

**2. Abbreviation**

The Bylaw shall be cited as “Affiliated Clubs and Societies Activities Fund Bylaw”. The English translation of the By-laws shall be Affiliated Clubs and Societies Activities Fund Bylaw, The Student Union of the Chinese University of Hong Kong.

**3. Definitions**

Unless the context indicates otherwise —

“Union”	means	the Student Union of the Chinese University of Hong Kong;
“Council”	means	the Council of the Student Union of The Chinese University of Hong Kong;
Regulatory Body	means	the Regulatory Body of Affiliated Clubs and Societies as stated in the Constitution of The Union;
Management Body	means	the Management Body of the Affiliated Clubs and Societies Activities Fund;
Constitution	means	the Constitution of the Student Union of the Chinese University of Hong Kong;
Affiliated Clubs and Societies Ordinance	means	the Affiliated Clubs and Societies Ordinance of the Union;
Ordinance	means	the Constitution, all ordinances, legislations, bylaws etc.
Clubs and Societies	means	the organizations stipulated by Affiliated Clubs and Societies Ordinance of The Union;
Year	means	the administrative year of the Management Body;
Activities	means	the activities to be sponsored by the Fund as requested by the Clubs and Societies;

Funding	means	the activity funding approved by the Management Body in accordance with the Constitution;
Proposed funding	means	the total annual amount of funding awarded after review by the Management Body of the Activities Fund;
Final funding	means	the final annual amount of funding awarded by the Management Body of the Activities Fund, after the Judiciary’s appeal of arbitration and the Council’s instructions
Judiciary	means	the Judiciary stipulated by the Constitution of The Union.

**Part II: Establishment of the Fund**

**4. Naming of the fund**

The Council establishes the “Affiliated Clubs and Societies Activities Fund, The Student Union of the Chinese University of Hong Kong” in accordance with the Bylaw, and abbreviated as “Affiliated Clubs and Societies Activities Fund”, which shall be referred as “The Fund” in the Bylaw.

**5. Aim of the Fund**

The Fund is to subsidize activities of the Affiliated Clubs and Societies and promote the Union’s affairs.

**6. Sources of income**

- (1) The funding of the Affiliated Clubs and Societies Activities Fund can be sourced from the Student Union Fund.
- (2) After the Management Body’s submission, the Council shall instruct the Student Union Fund to transfer funding to the Affiliated Clubs and Societies Activities Fund by resolution.
- (3) Although stated otherwise by the Bylaw, the Council shall classify the heads and subheads in the financial budget so as to collect part of the membership fees under the Fund.

**Part III: Management of the Fund**

**7. Management Body**

- (1) Affiliated Clubs and Societies Resource Allocation Committee of the Council shall be the Management Body of the Fund
- (2) The Management Body shall report to the Council.
- (3) The Council shall resolve to overthrow or demand appeal regarding the resolution of the Management Body.

**8. Management Principles**

- (1) The Management Body shall provide funding every year according to the procedures stated in the Bylaw.
- (2) The proposed total amount of annual funding by the Management Body —
  - (a) Not to exceed the amount transferred to the Fund in the year.
  - (b) Not to clear the Fund account to less than \$500.
- (3) The final funding granted by the Management Body in that year shall not clear the Fund account to less than \$100.
- (4) The distribution of funding shall be stated in the Bylaw procedures. The Management Body must not use the Fund for other purposes.

**Part IV: Application**

**9. Qualifications**

- (1) Clubs and Societies of the Union which enjoy legitimacy shall apply.
- (2) If the Clubs and Societies fail to complete the annual registration application by the deadline, they shall apply after obtaining approval from the Regulatory Body.
- (3) The Clubs and Societies shall follow the Judiciary’s instructions unless they are stated otherwise.

**10. Application Period**

The application period every year –

- (1) Shall be announced by the Management Body.
- (2) Shall not be less than one month.
- (3) The Management Body shall announce the tentative closing date of discussion at the same time.

**11. Funding Scope**

- (1) Unless announced otherwise by the current Management Body, every Club or Society shall apply funding for only one activity in the year.
- (2) The activity shall-
  - (a) Correspond to the principles of the Union
  - (b) Correspond to the principles in the Constitutions of the applying Club or Society
  - (c) Submit work plan and financial budget with relevant items when undergoing the annual registration.
  - (d) Be organized in the current terms of office for the applying Club or Society.
  - (e) Be non-profit making.
- (3) The activity shall not –
  - (a) Be any form of group dining.
  - (b) Produce group uniforms or paper.
  - (c) Support any commercial advertisement (excluding kind gestures to sponsors)

- (d) Be for entertainment only.

**12. Application Methods**

- (1) The Clubs or Societies must fill in the “Affiliated Clubs and Societies Activities Fund application form”, which shall be specified by the Management Body, with attachment of the following items:
  - (a) Name of the Club or Society
  - (b) The current term of service of the Executive Committee of the Club or Society
  - (c) The name of the sponsored activity
  - (d) Proposed funding
  - (e) Contact of the person-in-charge of the applying Club or Society and that of person-in-charge of the activity (Including at least with their names, student ID, contact number and email address)
- (2) Clubs and Societies shall submit the application form accordingly as announced by the Management Body within the application period, with the attachment of the following documents:
  - (a) Work plan of the activity.
  - (b) Financial budget of the activity with a list of miscellaneous expenses.
  - (c) Work report of the activity (applicable to the finished activity).
  - (d) Financial report of the activity (with a list of miscellaneous expenses, applicable to the finished activity).
  - (e) Financial budget of the current Club or Society.
  - (f) Any document that the applying Club or Society deems helpful for the Management Body to approve its application.
  - (g) Any other documents listed by the Management Body.
- (3) In the event of any late submission or fail attempt to submit the required documents as instructed, the Management Body has the authority to reject applications.

**Part V: Review****13. Period**

The Management Body shall finish reviewing all the applications within 30 days after application period.

**14. Methods**

- (1) The Management Body shall follow the review principles stated in the Bylaw so as to carefully consider every application, and –
  - (a) Provide funding to one, multiple, or all of the items in the activity.
  - (b) Take reference on the suggested amount of funding from the applying Club or Society and decide the total sum of funding.

- (2) The Management Body shall demand explanation of activity details or submission of related documents from the applying Club or Society for needs of review.

**15. Declaration of Interest**

- (1) Any member of the Management Body shall report the relationship of their affiliated club or society to the body before handling the applications. The Body shall decide if the member should continue to process the applications.
- (2) Any member of the Management Body who serves as the Officer of Executive Committee of the applying Club or Society or organization that is equivalent, must not participate in the review of applications.

**16. Review Principles**

The Management Body shall review the applications according to the following principles –

- (1) The activity's –
  - (a) Meanings;
  - (b) Size;
  - (c) Nature;
  - (d) Targets;
  - (e) Purpose;
  - (f) Cost-efficiency.
- (2) The financial background of the applying Clubs and Societies.
- (3) The validity of the submitted miscellaneous documents.
- (4) Other sources of income of the applying Clubs and Societies.
- (5) The outcome of past similar activities organized by the applying Clubs and Societies.
- (6) The performance of the applying Clubs and Societies in their previous applications.
- (7) The total number of applications in the year.
- (8) The available funding to be used by the Fund in the year.

**Part VI: Funding Allocation****17. Notification of Funding Approval**

- (1) The Management Body shall contact the applying Clubs and Societies within seven days after the review and inform them of–
  - (a) the sponsored activity items
  - (b) the amount of funding for the items
- (2) The Management Body shall instruct the use of funding and reimbursement procedures when necessary.

**18. Appeal**

- (1) Any complaints regarding the funding must be submitted to the Judiciary for appeal in written form starting from seven days after the applying Clubs and Societies are informed of the date.

- (2) The notice of appeal must specify the reasons of appeal. If it is due to the amount of funding, the appealing party shall provide supporting document in accordance with at least one of the Principles stated in the Bylaw.
- (3) The Judiciary shall decide on the appeal of arbitration within 30 days upon receipt. The appeal shall follow the Management and Review Principles stated in the Bylaw to determine the final amount of funding, and instruct the Body to grant funding accordingly.
- (4) The final decision shall reside with the Council's instructions regarding the funding.

## **Part: VII Reimbursement**

### **19. Reimbursement Procedures**

- (1) All sponsored items must follow the amount of approved funding, which shall be claimed for the actual expenses after the end of activity, yet the Club or Society has to pay in advance.
- (2) The reimbursement period shall be –
  - (a) Within 30 days after the date of being informed of the amount of funding if the activity ends before the approval of funding.
  - (b) Within 30 days after the activity ends if the activity has not ended before the approval of funding.
- (3) The Club or Society shall submit the following documents to the Management Body within the period stated by the Bylaw:
  - (a) "Affiliated Clubs and Societies Activities Fund Claim Form" required by the Management Body
  - (b) Copy of the funding approval notice
  - (c) Original copies of the receipts of sponsored items
  - (d) Work report of the activity (not applicable to finished activities at the time of application)
  - (e) Financial report of the activity (not applicable to finished activities at the time of application)

### **20. Collection of Reimbursement**

The Management Body shall inform the contact person in the application for the retrieval of cheques after reviewing the reimbursement applications.

### **21. Amendment of Application**

If the Club or Society needs to amend the work plan or budget plan of approved activity, they shall inform the Management Body within 3 days after the amendment.

### **22. Withdrawal of Funding**

The Management Body shall withdraw the funding under the following circumstances:

- (1) The Club or Society did not organize the activity according to their proposed work plan and financial budget in the application.
- (2) The Club or Society did not proceed the reimbursement procedures on time.
- (3) The Club or Society did not reimburse items in an honest manner.
- (4) The Club or Society disobeyed the rules of the Bylaw.
- (5) The adjudication by the Judiciary

### **Part VIII: Empowering Section**

#### **23. Amendment of the Bylaw**

The amendment of the Bylaw shall be passed and announced by the Council.

#### **24. Constitutional Conflicts**

In the event of any conflict between the By-laws and the Union Constitution, or the Affiliated Clubs and Societies Ordinance, the latter shall be referenced upon.

#### **25. Interpretation**

The power of interpretation of the By-laws shall reside with the Judiciary stated in the Union Constitution.

(The Bylaw was passed by the 39<sup>th</sup> Session of the Council at the 4<sup>th</sup> Regular Meeting on November 26, 2009, and came into effect on January 1, 2010.)

(The Bylaw was amended by the 47<sup>th</sup> Session of the Council at the 3<sup>rd</sup> Regular Meeting on September 11, 2017, and came into effect immediately.)

*Note: The English Translation is for reference only.*