

The Student Union of The Chinese University of Hong Kong
Affiliated Clubs and Societies Committee
Affiliated Clubs and Societies (Annual Registration) Regulation

Established by the Affiliated Clubs and Societies Committee under Paragraphs (c), (e), (f), (g), (o) of Section (2) of the “Affiliated Clubs and Societies Ordinance”.

Section 1: Introduction

1. Short Form

- (1) This regulation may be cited as 《屬下團體(週年登記)規例》 in Chinese.
- (2) This regulation may be cited as “Affiliated Clubs and Societies (Annual Registration) Regulation, The Student Union of The Chinese University of Hong Kong” in English.

2. Interpretation

The interpretation of words in this regulation is subject to the provisions of Article 2 (Interpretation) of the Affiliated Club and Societies (Annual Registration) Regulation, unless otherwise specified.

Section 2: Application Forms

3. Application Form for Preliminary Annual Registration

The application form for preliminary annual registration shall include the following:

- (1) Form A Basic information of the club/society, name list of Executive Committee or temporary Executive Committee members, name list of members of The Council (its contents and format shall be in accordance with the requirements of Schedule 1);
- (2) Form B Election report (its contents and format shall be in accordance with the requirements of Schedule 2);
- (3) Form C Privacy notice, scrutineer statement, club/society seal style (its contents and format shall be in accordance with the requirements of Schedule 3);
- (4) Particulars of club/society members, i.e. --
 - (a) Proof of undergraduate students count issued by the College Office (College society), or
 - (b) Proof of undergraduate students count issued by the Faculty Office (Faculty society), or
 - (c) A name list of members (associations, accredited clubs, international student associations);
- (5) Club/Society balance certificate, i.e. --
 - (a) Certificate of bank account balance, and bank account statement, or
 - (b) Proof of cash balance;

- (6) Club/Society ballot style;
- (7) Documents to be submitted for referendum or approval, including --
 - (a) Work report and financial report of the current executive organization (except for the first registration), and
 - (b) Work plan and financial budget of the previous executive organization;
- (8) Declaration of the organization's external organization relations;
- (9) A copy of the administrative fee receipt (if instructed by the Affiliated Clubs and Societies Committee);
- (10) Supplementary documents specified by the Affiliated Clubs and Societies Committee;
- (11) Any document otherwise specified by the Affiliated Clubs and Societies Committee.

4. Application Form for the Two-step Annual Registration

The application form for the two-step annual registration shall include the following:

- (1) Documents adopted by the group referendum or general assembly, including --
 - (a) Work report and financial report of the current executive organization (except for the first registration), and
 - (b) Work plan and financial budget of the previous executive organization;
- (2) Passing records of conference documents, i.e. --
 - (a) Form D1 (meeting voting record) (its contents and format shall be in accordance with the requirements of Schedule 4A), or
 - (b) Form D2 (referendum record) (its contents and format shall be in accordance with the requirements of Schedule 4B);
- (3) A copy of the administrative fee receipt (if instructed by the Affiliated Clubs and Societies Committee);
- (4) Supplementary documents specified by the Affiliated Clubs and Societies Committee;
- (5) Any document otherwise specified by the Affiliated Clubs and Societies Committee.

Section 3: Requirements for Annual Application Documents

5. Requirements for Club/Society Seal

The club/society seal shall include the Chinese full name and English full name.

6. Requirements for Documents of Club/Society Member Information

- (1) The proof of College undergraduate student count shall include --
 - (a) Signature by the College office,
 - (b) Stamp of the College seal, and
 - (c) The number of undergraduate students in the College during the election period, to be deemed effective.
- (2) The proof of Faculty undergraduate student count shall include --
 - (a) Signature by the Faculty Office,
 - (b) Stamp of the Faculty seal, and

- (c) The number of undergraduate students in the Faculty during the election period, to be deemed effective.
- (3) The name list of club/society members shall include each member's --
 - (a) Full name in the organization's Official Language;
 - (b) Student ID number;
 - (c) College;
 - (d) Major;
 - (e) Year of study;
 - (f) At least one means of contact, such as mobile number, email address, mailing address, etc.; and
 - (g) Expiration date of membership;
 to be deemed effective.

7. Requirements for Proof of Balance

- (1) The Bank Account Balance shall be issued by the bank concerned, and the proof of bill or balance shall be printed with --
 - (a) Name of bank concerned;
 - (b) Full account number;
 - (c) Identifiable account holder information;
- (2) The contents and format of the Bank Account Statement shall be in accordance with the requirements of Schedule 5;
- (3) The contents and format of the Cash Balance shall be in accordance with the requirements of Schedule 6;

8. Requirements for Ballot Style

- (1) The full name of the organization shall be printed on the ballot.
- (2) If there are more than one candidate unit in the election, the ballot shall--
 - (a) list all candidate units;
 - (b) provide voters with the option to vote in favor of each candidate unit;
 - (c) provide voters with the option to vote against each candidate unit;
- (3) If there is only one candidate unit in the election, the ballot shall --
 - (a) list the candidate unit;
 - (b) provide voters with the option to vote in favor or against the candidate unit;
 - (c) provide the "abstain" option.
- (4) If the election is conducted in form of a motion, the ballot shall clearly reflect the full contents of the motion.
- (5) The ballot paper shall clearly state the conditions under which it would be invalidated.

9. Requirements for Club/Society Conference Documents

- (1) The current work plan shall include --
 - (a) A table of content;

- (b) The name list of Executive Committee or temporary Executive Committee members, including the full name, position, faculty and year of study;
 - (c) For each activity --
 - (i) The person-in-charge,
 - (ii) The date,
 - (iii) The location,
 - (iv) The purpose of activity,
 - (v) The target audience,
 - (vi) The expected number of participants,
 - (vii) The details of the activity,
 - (viii) Other information needed for members to understand the activity plans that are not mentioned in this paragraph;
- (2) The current financial budget shall include --
- (a) For each budget revenue and expenditure --
 - (i) The name,
 - (ii) The date and month,
 - (iii) The unit price,
 - (iv) The quantity,
 - (v) Total amount;
 - (b) The previous year ending balance / current year beginning balance;
 - (c) The estimated total annual revenue of the current year;
 - (d) The estimated total annual expenditure for the current year;
 - (e) The remaining balance of the current year;
 - (f) Club/Society asset statements, and budgeted annual asset changes;
- (3) The current work report shall include --
- (a) A table of content;
 - (b) The name list of Executive Committee or temporary Executive Committee members, including the full name, position, faculty and year of study;
 - (c) For each activity --
 - (i) The person-in-charge,
 - (ii) The date,
 - (iii) The location,
 - (iv) The purpose of activity,
 - (v) The target audience,
 - (vi) The expected number of participants,
 - (vii) The details of the activity,
 - (viii) At least three photo records that reflect the situation of the activity,
 - (ix) Other information needed for members to understand the activity plans that are not mentioned in this paragraph;
 - (d) Activities that were scheduled in the work plan but not held and the relevant explanations.

- (4) The current financial plan shall include --
- (a) Each revenue and expense item's --
 - (i) The name,
 - (ii) The date and month,
 - (iii) The unit price,
 - (iv) The quantity,
 - (v) Total amount;
 - (b) The previous year ending balance / current year beginning balance;
 - (c) The estimated total annual revenue of the current year;
 - (d) The estimated total annual expenditure for the current year;
 - (e) The remaining balance of the current year;
 - (f) Club/Society asset statements, and budgeted annual asset changes;

10. Declaration Form for Relations with External Organizations

The contents and format of the declaration form for relations with external organizations shall be in accordance with the requirements of Schedule 7.

Section 4: Administrative Expenses**11. The Specified Amount for Administrative Expenses**

Unless otherwise specified in other regulations, the specified amount of administrative expenses is HKD \$100.

12. Conditions for Administrative Fee Payment

- (1) If the affiliated club/society has performed this step for three or more times and remains rejected, unless the Affiliated Clubs and Societies Committee agrees to collect a lower administrative fee, the Committee Member in charge of reviewing the relevant application may instruct the affiliated club or society to pay a specified amount of administrative fee under the consent of the Chairman of the Affiliated Clubs and Societies Committee.
- (2) If the affiliated club/society needs to amend the content of the Certificate of Registration, or resend a new Certificate of Registration, unless the Affiliated Clubs and Societies Committee agrees to lower the administrative fee, the affiliated club/society shall pay a specified amount of administrative fee for the application.

13. Methods for Administrative Fee Payment

Affiliated clubs/societies can pay their administrative fees in person within the working hours of the Student Union Office, or pay via other methods following the instructions of the Affiliated Clubs and Societies Committee.

Section 5: Approval and Evaluation Criteria**14. Criteria for Annual Registration Approval**

The Affiliated Clubs and Societies Committee shall examine and approve the annual registration applications in accordance with the following criteria --

- (1) Whether each operation of the affiliated club/society complies with its constitution and Student Union regulations applicable to the affiliated club/society;
- (2) Whether the self-regulatory procedures of the affiliated club/society are effective;
- (3) Whether the election of the Executive Committee of the affiliated club/society is fair, just and open;
- (4) Whether the Executive Committee members perform all tasks and implement their work plan and financial budget properly and precisely;
- (5) Whether the financial management of the affiliated club/society practices proper management of income, expenditure and accounts;
- (6) Whether the work of the affiliated club/society fulfills the purpose stipulated in its constitution;
- (7) Whether the affiliated club/society practices proper management of its conference and meeting documents;
- (8) Whether the affiliated club/society duly submits all forms and documents required for annual registration, and ensures forms and documents comply with the Affiliated Clubs and Societies (Annual Registration) Regulation, the "Affiliated Clubs and Societies Regulation" and other statutory rules applicable to the affiliated club/society;
- (9) Whether the affiliated club/society complies with the instructions of the Affiliated Clubs and Societies Committee of the Student Union in accordance with the statutes of the Student Council;
- (10) Other necessary considerations related to the annual registration of affiliated clubs/societies that are not listed in this section.

15. Evaluation of Affiliated Clubs and Societies

- (1) An affiliated club/society may be rated based on its performance as --
 - (a) "Excellent";
 - (b) "Pass";
 - (c) "To be observed".
- (2) The members in charge of the annual registration of affiliated clubs and societies may rate all affiliated clubs/societies with approved annual registrations a "pass".
- (3) Should an affiliated club/society fail to meet the requirements for annual registration but is approved in view of special circumstances at the discretion of the Affiliated Clubs and Societies Committee, the affiliated club/society shall be rated as "to be observed"; the affiliated club/society concerned shall not be allowed to obtain an approval with the same circumstances in the following year.

- (4) The member-in-charge of annual registration may nominate an affiliated club/society to the Affiliated Clubs and Societies Committee and rate the affiliated club/society “excellent” based on its performance.
- (5) The evaluation of the affiliated club/society by the Affiliated Clubs and Societies Committee in accordance with this section shall be marked on the “Affiliated Club/Society Registration Certificate”.

Note: The English Translation is for reference only.