

**Affiliated Clubs and Societies Room Allocation Bylaws,
The Student Union of The Chinese University of Hong Kong**

(Formulated in November 2009)

(1st Revision in February 2010)

(2nd Revision in December 2017)

Long Title

The following bylaws stipulate the allocation procedure of rooms for affiliated clubs and societies, common storage space or lockers managed by The Student Union of The Chinese University of Hong Kong.

Chapter 1: Introduction

1. Short Title

The short title of the following bylaws is ‘Affiliated Clubs and Societies Room Allocation Bylaws’.

2. Interpretation

Unless otherwise specified,

“The Union”	means	The Student Union of The Chinese University of Hong Kong.
“The University”	means	The Chinese University of Hong Kong.
“The Constitution”	means	the “Constitution of The Student Union of The Chinese University of Hong Kong”.
“The Ordinance”	means	the constitution, the ordinances, the terms and conditions and the bylaws etc.
“The Council”	means	The Council of The Student Union of The Chinese University of Hong Kong.
“Supervisory body”	means	the supervisory body of affiliated clubs and societies stipulated by the ordinance of the union.
“Affiliated Clubs and Societies Ordinance”	means	the “Affiliated Clubs and Societies Ordinance, The Student Union of The Chinese University of Hong Kong”.
“Clubs and societies”	means	all affiliated clubs and societies stipulated in the “Affiliated Clubs and Societies Ordinance”.
“Rooms for affiliated clubs and societies”	means	the designated spaces on campus provided to clubs and societies for office use, event holding and storage use. The union is responsible for the management of the aforementioned spaces and the Affiliated Clubs and Societies Committee is

		responsible for the allocation and the enactment of loan agreements with clubs and societies.
“Common storage space”	means	the designated shared spaces on campus for clubs and societies’ storage use. The union is responsible for the management of the aforementioned spaces and the Affiliated Clubs and Societies Committee is responsible for the allocation and the enactment of loan agreements with clubs and societies.
“Lockers”	means	the furniture on campus provided to clubs and societies for storage use. The furniture is equipped with doors and locks for basic security. The union is responsible for the management of the furniture and the Affiliated Clubs and Societies Committee is responsible for the allocation and the enactment of loan agreements with clubs and societies.
“Loan Agreements”	means	the agreements enacted for borrowing and lending rooms for affiliated clubs and societies, common storage space or lockers between clubs and societies and the Affiliated Clubs and Societies Committee. Loan agreements are enacted in accordance with the terms and conditions stipulated in Affiliated Clubs and Societies Room Allocation Bylaws and the other bylaws of the Affiliated Clubs and Societies Committee. Loan agreements prescribe the rights and responsibilities of both parties upon borrowing and lending. Loan agreements are binding upon both parties.
“The Judiciary”	means	the judiciary body stipulated in the ordinance of the union.

3. Executive Body

The Affiliated Clubs and Societies Committee (formerly known as the Affiliated Clubs and Societies Resource Allocation Committee) is the executive body of the Affiliated Clubs and Societies Room Allocation Bylaws and hereinafter shall be referred to as ‘the committee’.

4. Scope of Application

The Affiliated Clubs and Societies Room Allocation Bylaws are applicable to rooms for affiliated clubs and societies, common storage space or lockers borrowed by clubs and societies from The Student Union of The Chinese University of Hong Kong.

Chapter 2: Application Procedure**5. Application Qualification**

- (1) Affiliated clubs or societies of the union or clubs or societies recognised by the union may apply for rooms for affiliated clubs and societies, common storage space or lockers to the committee.
- (2) Clubs or societies of colleges or departments may also apply for rooms for affiliated clubs and societies, common storage space or lockers to the committee, if respective colleges or departments have not provided any room for affiliated clubs and societies, storage space or lockers.

6. Application Period

- (1) Four months to two and a half months before the expiry date of loan agreements, the announcement of specific application periods by the committee shall prevail. [Note: Revised bill (39/01)]
- (2) If Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal is hoisted on the day of application closure, the application deadline shall be postponed to the day after the signal is lowered.
- (3) Notwithstanding the provisions of other terms and conditions, the committee may decide to establish a second round of allocation, if there are still vacant rooms for affiliated clubs and societies, common storage space or lockers, after the completion of a main round allocation procedure. Nevertheless, the expiry date of loan agreements awarded under this circumstance must not exceed the initial expiry date awarded in loan agreements in the main round allocation.

7. Launch of Application

- (1) When the application period is open according to the regulation of the Affiliated Clubs and Societies Room Allocation Bylaws, the committee will make announcements at designated venues as stated in Appendix 1 of Affiliated Clubs and Societies Room Allocation Bylaws.
- (2) Clubs and societies must submit completed application forms and relevant documents. The application form is formulated by the committee.
- (3) Application forms must be submitted to the room of the union before noon on the day of the application deadline. For postal applications, the date indicated by the postmark shall prevail.
- (4) When submitting or mailing the form, please place it inside a sealed manila envelope. The envelope cover should indicate both "To Affiliated Clubs and Societies Committee" and the name of the applicant club or society.

Chapter 3: Allocation Procedure and Principles

8. Evaluation Period

The evaluation period is within one and a half months after the closing date of the application period. The announcement of specific evaluation periods by the committee shall prevail. [Note: Revised bill (39/01)]

9. Evaluation Criteria

- (1) The committee must formulate detailed evaluation principles according to the basic formula stated in Appendix 2 of Affiliated Clubs and Societies Room Allocation Bylaws.
- (2) The evaluation principles should define the scores to be given to the types of application under different circumstances by members of the committee.
- (3) The committee must revise the detailed principles annually depending on the situation, but the revision must not violate the basic formula stipulated in Appendix 2 of Affiliated Clubs and Societies Room Allocation Bylaws.
- (4) Within the application period, the detailed evaluation principles must be announced at designated venues as stated in Appendix 1 of Affiliated Clubs and Societies Room Allocation Bylaws.

10. Discretion Score

- (1) If the committee decides to exercise its discretion, the committee must announce the corresponding reason at designated venues as stated in Appendix 1 of Affiliated Clubs and Societies Room Allocation Bylaws.
- (2) If the committee's discretion is deemed inappropriate, any member of the union may request a review from the council in written form within 14 days after the result announcement. The council must call a meeting within 14 days upon receipt of the request for review and hold public hearings for the relevant review application.

11. Result Announcement

- (1) The committee must complete the evaluation of all applications within the evaluation period, and announce the composite scores of the clubs and societies at designated venues as stated in Appendix 1 of Affiliated Clubs and Societies Room Allocation Bylaws.
- (2) If the committee's decision is deemed unfair, clubs and societies must lodge an appeal to the judiciary within the appeal period according to the appeal procedure stipulated in Affiliated Clubs and Societies Room Allocation Bylaws.
- (3) The committee must announce the allocation result and the total composite scores of the clubs and societies within 7 days after the end of the appeal period at designated venues as stated in Appendix 1 of Affiliated Clubs and Societies Room Allocation Bylaws.

12. Allocation Priorities

- (1) The club or society with the highest score as indicated in the list of final composite scores will be the first to be allocated with a room for affiliated clubs and societies, and so on, until there are no more vacant rooms for affiliated clubs and societies to be allocated.
- (2) Clubs and societies with higher scores allocated with rooms for affiliated clubs and societies and have priority in choosing the rooms for affiliated clubs and societies.
- (3) Clubs and societies allocated with rooms for affiliated clubs and societies will not be allocated with common storage space and lockers.
- (4) If all rooms for affiliated clubs and societies have been allocated, while there are common storage space or lockers that the union can provide for application —
 - (1) The committee will evaluate the respective demands of clubs and societies for storage use. Then, the committee will decide the size of the common storage space available for the clubs and societies.
 - (2) Clubs and societies allocated with common storage space by the committee will not be allocated with lockers.
 - (3) For clubs and societies that are not allocated with rooms for affiliated clubs and societies or common storage space, clubs and societies with higher scores have priority in locker allocation.

13. Moving Procedure

- (1) Moving period is within 30 days after the announcement of the allocation result.
- (2) The moving procedure is formulated by the committee.
- (3) New users allocated with rooms for affiliated clubs and societies, common storage space and lockers must sign the loan agreements stipulated in Affiliated Clubs and Societies Room Allocation Bylaws before moving in.
- (4) Within the moving period, the original and new users are the temporary common users of the rooms for affiliated clubs and societies, common storage space and lockers.
- (5) For clubs and societies whose assets are not moved out after the moving period, the committee or new users of the rooms for affiliated clubs and societies, common storage space and lockers hold the right to decide the means of handling the assets concerned.

Chapter 4: Appeal Procedure**14. Appeal Period**

- (1) If the announced composite scores are deemed unfair, clubs and societies may lodge an appeal to the judiciary.
- (2) The appeal period is within 14 days after the announcement of the composite scores of the clubs and societies.

15. Appeal Procedure

- (1) Clubs and societies must lodge an appeal to the judiciary in written form.
- (2) The judiciary must complete the adjudication of all appeals within 3 days after the end of the appeal period.
- (3) The judiciary should handle appeals through public hearings.
- (4) When the judicial power is exercised by the council, members of the committee in the council and relevant executives of the clubs and societies do not possess the voting rights.
- (5) The result must be announced within 7 days after the final adjudication by the judiciary at designated venues as stated in Appendix 1 of Affiliated Clubs and Societies Room Allocation Bylaws. The adjudication will be used as a reference by the committee for handling similar applications in the future.

Chapter 5: Loan Agreement and Rights**16. Agreement Term**

- (1) Loan agreements are for a term of 2 years.
- (2) Loan agreements become effective as of the date signed.
- (3) After the agreement becomes effective, clubs and societies allocated with rooms for affiliated clubs and societies, common storage space or lockers must abide by the loan agreements and terms and conditions stipulated in Affiliated Clubs and Societies Room Allocation Bylaws within the effective period. The rights to use are non-transferable to other clubs and societies within the period.

17. Agreement Information

- (1) Loan Agreements must define the following information:
 - (1) Name of the awarded club or society.
 - (2) Actual position of the rooms for affiliated clubs and societies, common storage space or lockers.
 - (3) Validity period of the loan agreement.
 - (4) Specific responsibilities borne by both parties within the loan period of the rooms for affiliated clubs and societies, common storage space or lockers.
 - (5) Terms and conditions for agreement termination.
- (2) Terms and conditions stated in the loan agreements must not violate the Affiliated Clubs and Societies Room Allocation Bylaws, the Constitution and the laws in force in the HKSAR.

18. Rights

- (1) The land titles of the location of the rooms for affiliated clubs and societies, common storage space or lockers belong to the university.

- (2) The right to manage the rooms for affiliated clubs and societies, common storage space or lockers belongs to the council.
- (3) The right to use the rooms for affiliated clubs and societies, common storage space or lockers belongs to the clubs and societies stipulated in the relevant agreements.

19. Maintenance Responsibility

- (1) The committee is responsible for the maintenance of the rooms for affiliated clubs and societies, common storage space or lockers. Yet, clubs and societies who borrow the rooms for affiliated clubs and societies, common storage space or lockers in need of maintenance are responsible for the relevant costs.
- (2) Clubs and societies who borrow the rooms for affiliated clubs and societies must not alter the interior design or install door locks.
- (3) Clubs and societies who borrow the common storage space or lockers must not alter the interior design or install door locks.

20. Right to Interpret Loan Agreements

- (1) The judiciary of the union retains the ultimate right to interpret the loan agreements.

Chapter 6: Dispute Adjudication**21. Loan Disputes**

- (1) For any dispute incurred with other clubs or societies while borrowing the rooms for affiliated clubs and societies, common storage space or lockers, and when such disputes are related to the loan agreements, the committee is responsible for the adjudication.
- (2) If the committee's adjudication is deemed unfair, clubs and societies may lodge an appeal to the judiciary in written form.

22. Loan Agreement Disputes

For any dispute incurred with the committee regarding the loan agreements, the judiciary is responsible for the adjudication.

23. Adjudication Procedure

- (1) The judiciary should complete the adjudication within 30 days after the receipt of all appeals.
- (2) When the judicial power is exercised by the council, members of the committee in the council and relevant executives of the clubs and societies do not possess the voting rights.

Chapter 7: Penalty

24. Penalty

- (1) For any deliberate provision of false information by clubs and societies during the application, the committee has the right to immediately terminate the loan agreement or to immediately reject the relevant application and disqualify the corresponding club or society in the next round of the application period.
- (2) If clubs and societies violate the terms and conditions stipulated in the loan agreements, they will be handled in accordance with the terms and conditions formulated in the loan agreements. The worst circumstance would be an immediate termination of the loan agreement and disqualification of the application of the corresponding club or society in the next round of the application period.

Chapter 8: Enabling Provision

25. Bylaw Revision

Revisions of Affiliated Clubs and Societies Room Allocation Bylaws must be approved and announced by the committee.

26. Conflict with Constitution

The latter prevails if any bylaw is in conflict with the Constitution.

27. Right to Interpret the Bylaws

The judiciary has the ultimate right to interpret any bylaw.

28. Revisions and Validity

- (1) “Affiliated Clubs and Societies Room Allocation Bylaws” was formerly known as “Affiliated Clubs and Societies Resource Allocation Constitution, The Council of The Student Union of The Chinese University of Hong Kong” (1999), which was passed and became immediately effective in the 2nd General Council Meeting of The 31st Council on 10 June 2001. Yet, the former constitution has been abolished when the Affiliated Clubs and Societies Room Allocation Bylaws were passed and became effective.
- (2) Affiliated Clubs and Societies Room Allocation Bylaws were passed in the 4th General Council Meeting of The 39th Council on 26 November 2009. Affiliated Clubs and Societies Room Allocation Bylaws became effective on 1 January 2010.
- (3) The latest revision of the Affiliated Clubs and Societies Room Allocation Bylaws was passed and became immediately effective in the 4th Extraordinary Council Meeting of The 39th Council on 25 February 2010.

Note: The English Translation is for reference only.

**Affiliated Clubs and Societies Room Allocation Bylaws,
The Student Union of The Chinese University of Hong Kong**

Appendix 1

Designated Venues for Posting or Publishing of Application-Related Notices

Relevant notices are of statutory effect only when relevant notices are posted or published at the following venues by the committee. Notices posted at other venues are not of statutory effect:

1. Notice Board of The Council at Benjamin Franklin Centre;
2. Poster Board managed by the Executive Committee or Provisional Executive Committee at the entrance of Benjamin Franklin Centre;
3. Display Boards or Poster Boards managed by the constituent college student unions of The Chinese University of Hong Kong;
4. Newsletter of The Student Union of The Chinese University of Hong Kong;
5. Websites hosted by The Student Union of The Chinese University of Hong Kong;
6. Website of The Student Union of the Chinese University of Hong Kong;
7. Official publications of The Student Union of The Chinese University of Hong Kong;
8. News Unit (IP address: <news://news.cuhk.edu.hk/cuhk.forum>). When posting, personal digital certificates issued by the Information Technology Services Centre of The Chinese University of Hong Kong (formerly known as The Computer Services Centre of The Chinese University of Hong Kong), the Hong Kong Post or other organisations recognized by the Hong Kong Post, must be presented. The certificates concerned are owned by the chairman of the committee; and
9. Releases of The Council of The Student Union of The Chinese University of Hong Kong

Note: The English Translation is for reference only.

**Affiliated Clubs and Societies Room Allocation Bylaws,
The Student Union of The Chinese University of Hong Kong
Appendix 2
Basic Equation for Evaluation by The Committee**

Item	Highest score
Demand of the club's or society's activities for rooms for affiliated clubs and societies	30
Demand of the club or society itself for storage space	30
Past performance of the club or society	10
Degree of sound financial management of the club or society	10
Number of club or society members	10
Score given under the committee's discretion	10
Total	100

Note: The English Translation is for reference only.