

**The Student Union of The Chinese University of Hong Kong
By-Laws of the Annual Conference of Affiliated Clubs and Societies**

(Formulated in November 2009)

(Amended in March 2016)

Section 1: Preliminary

1. Aim

The By-laws are to specify the miscellaneous matters associated with the Annual Conference of Affiliated Clubs and Societies.

2. Abbreviation

The By-laws shall be cited as “By-Laws of the Annual Conference of Affiliated Clubs and Societies”. The English translation of the By-laws shall be “By-Laws of the Annual Conference of Affiliated Clubs and Societies, 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 Union Council;
“Regulatory Body”	means	the Regulatory Body of Affiliated Clubs and Societies as stated in the Constitution of The Union;
“Constitution”	means	The Constitution of The Student Union of The Chinese University of Hong Kong;
“Affiliated Clubs and Societies Ordinance”	means	Affiliated Clubs and Societies Ordinance of The Union;
“Clubs and Societies”, “Pilot Societies” and “Preparatory Committees”	means	the organizations stipulated by Affiliated Clubs and Societies Ordinance of The Union;
“Executive Committees of Clubs and Societies”	mean	the Executive Committees (or equivalent) established by the Clubs and Societies of The Union in accordance with their constitutions;
“Participants”	means	the Official Delegates and Official Observers at the Conference of Affiliated Clubs and Societies;
“Election”	means	the election of representatives of the Affiliated Clubs and Societies in the Regulatory Body held at the Conference of Affiliated Clubs and Societies;
“Judiciary”	means	the Judiciary stipulated by the Constitution of The Union.

Section 2: General

4. Naming of Conference

The Conference convened under the By-laws shall be called “Annual Conference of Affiliated Clubs and Societies” and abbreviated as “Conference of Affiliated Clubs and Societies”, which shall be referred as “Conference” in the By-laws. The English translation of the Conference shall be “Annual Conference of Affiliated Clubs and Societies, The Student Union of the Chinese University of Hong Kong”.

5. Aims

- (1) To elect representatives of the Affiliated Clubs and Societies in the Regulatory Body for next term.
- (2) To supervise representatives of the Affiliated Clubs and Societies in the Regulatory Body for their year-round work performance.
- (3) To introduce related matters of the respective Affiliated Clubs and Societies.
- (4) To discuss affairs concerning the Affiliated Clubs and Societies.
- (5) To make suggestions to The Council regarding affairs of the Affiliated Clubs and Societies and the By-laws.

Section 3: Convening

6. Convening Power

- (1) The Chairperson of the Regulatory Body shall have the power to convene a Conference.
- (2) A member of the Regulatory Body shall be appointed to convene a Conference when the Chairperson of The Council or the person with convening power deems fit.
- (3) The Chairperson of The Council or the appointed representative shall convene a Conference when necessary.

7. Conference Schedule

- (1) The Conference shall be convened once in each term of Council.
- (2) The Conference shall be held in March every year.
- (3) The person with convening power shall announce the arrangements and agenda of the Conference fourteen days prior to the Conference and notify the Clubs and Societies eligible for Participation.
- (4) In the event of inclement weather, the Conference shall be postponed by seven days, and such arrangements shall be announced by the person with convening power.

8. Officers of the Conference

- (1) The convener shall be the Ex-officio Chair of the Conference.

- (2) The Chair shall appoint a Conference Secretary by announcement before the date of Conference and shall appoint other Officers when necessary.
- (3) The Officers shall be Basic Members of The Union and not a current member of the Executive Committees of Clubs and Societies or Pilot Societies, or a member of the Preparatory Committees.
- (4) The Chair shall announce the opening and adjournment of the Conference, as well as to chair, implement rules and maintain order at the Conference.
- (5) The Secretary shall take minutes of the Conference and submit to the respective Clubs and Societies, Pilot Societies, Preparatory Committees, and The Council within fourteen days after the Conference. The minutes shall be passed by The Council.
- (6) Other Officers shall assist the Chair and the Secretary regarding the administrative affairs of the Conference.
- (7) The term of the Officers shall end after the minutes of the Joint Conference are passed.

Section 4: Attendance

9. Eligibility for Participation

- (1) Any Union's:
 - (a) Clubs and Societies: eligible for Participation and must appoint a representative to attend the Conference.
 - (b) Pilot Societies: eligible for Participation and must appoint a sit-in representative at the Conference.
 - (c) Preparatory Committees of Clubs and Societies: eligible for participation and shall appoint a sit-in representative at the Conference.
 - (d) Affiliated Clubs and Societies undergoing dissolution: not eligible for Participation.

10. Representatives of Clubs and Societies

- (1) The representatives of Clubs and Societies or Pilot Societies shall be the persons-in-charge of their current Executive Committees.
- (2) If the person-in-charge is unable to attend the Conference, one of the Officers of the Executive Committee shall be appointed as the representative, but that Officer must bring along the certificate of appointment signed and stamped by the person-in-charge to the Conference for valid appointment.
- (3) The representatives appointed by the Preparatory Committees shall be members of their appointing committee.
- (4) The representatives appointed by the Clubs and Societies, Pilot Societies or Preparatory Committees shall have full authority to represent the interests of their appointing organizations.

11. Official Delegates

- (1) The appointed representative shall be an Official Delegate only when their concerned Executive Committee of Clubs and Societies has completed the annual registration of current terms of office to the Regulatory Body before the date of Conference.
- (2) The appointed representative shall be an Official Delegate only when their concerned Executive Committee of Clubs and Societies have submitted their application to be vetted for the annual registration of current terms of office to the Regulatory Body.
- (3) The appointed representative shall be an Official Delegate only when their concerned Executive Committee of Clubs and Societies has not submitted their application for the annual registration of current terms of office to the Regulatory Body after the date of Conference, but prior to the submission deadline stipulated by the ordinance of The Union.
- (4) When the Executive Committee of Clubs and Societies has not submitted their application for the annual registration of current terms of office to the Regulatory Body after the date of Conference and the submission deadline stipulated by the ordinance of The Union, the case shall be handled in accordance with the following procedures:
 - (a) The Clubs and Societies shall write to notify the Chair and explain the reasons.
 - (b) The Chair shall state the reasons for submission by the Clubs and Societies to the Official Delegates present before announcing the opening of the Conference and conduct an intention survey regarding the legitimacy of the representative of the Clubs and Societies.
 - (c) The representative of the Clubs and Societies shall be an Official Delegate only if half or more of the Official Delegates endorse the survey.
- (5) The representatives of the Clubs and Societies shall fulfill the identity requirements stated in the By-laws, which shall be verified by the Officers for legitimacy.

12. Official Observers

- (1) The representatives appointed by the Executive Committees of Pilot Societies shall be Official Observers.
- (2) The representatives appointed by the Preparatory Committees shall be Official Observers.
- (3) In the intention survey held as instructed by Article 11 ("Official Delegates") of the By-laws, the representative of the Clubs and Societies shall be an Official Observer only if more than half of the Official Delegates oppose to the survey,
- (4) The candidates running for representatives of Affiliated Clubs and Societies in the Regulatory Body who are not appointed as Official Delegates shall be Official Observers.
- (5) The representatives of Affiliated Clubs and Societies in the Regulatory Body of previous term shall be Official Observers.
- (6) The President of The Union shall be an Official Observer.
- (7) The Chairperson of The Council shall be an Official Observer.
- (8) The current members of the Regulatory Body shall be Official Observers.

- (9) The identity of Observers shall be verified by the Officers.

13. Rights

- (1) Official Delegates of the Conference shall have the rights to speak, move, second and vote in a motion.
- (2) Official Observers of the Conference shall have the right to speak only.
- (3) Sit-in members who are not Official Delegates or Official Observers shall speak only after gaining the consent of the Conference Chair.

Section 5: Rules**14. Quorum**

- (1) The quorum at the Conference shall be constituted by Official Delegates from 40 Clubs and Societies.
- (2) The quorum must be met to convene a Conference.
- (3) If the quorum has not been met 45 minutes after the time of convening the Conference stated in the Conference notice, the Conference Chair shall announce the adjournment of the Conference due to the lack of quorum.
- (4) The Conference Chair shall announce the number of Official Delegates attending the Conference when it is convened.

15. Number of Official Delegates Present

- (1) When the number of Official Delegates present reduces to two-thirds of the quorum at any time of the Conference, the Conference Chair shall announce the adjournment of the Conference due to the lack of quorum.
- (2) Notification of any late arrival or early leave of Official Delegates must be given to the Officers so as to count the number of Official Delegates present.

16. Speech

- (1) Participants who wish to speak shall raise their hands and make a speech only after gaining the consent of the Conference Chair and identifying themselves.
- (2) The Chair may limit the time of speech when necessary.
- (3) Speeches shall be made in the following order of priority:
 - (a) The Chair before Participants.
 - (b) Official Delegates before sit-in members.
 - (c) People who have not spoken before people who have spoken.
 - (d) People who have spoken less before people who have spoken more.

17. Motion

- (1) Official Delegates can move a motion concerning the affairs of Affiliated Clubs and Societies of The Union at the Conference.

- (2) The motion shall be moved by an Official Delegate and seconded by an Official Delegate for it to be established.
- (3) The Conference Chair shall immediately deal with the established motion, and shall allow consultation, discussion, or amendments concerning the motion among the Participants before voting.
- (4) The Chair may limit the time for consultation and discussion when necessary.
- (5) Only one motion shall be dealt with each time at the Conference, yet motions sought to amend that particular motion are not subject to this limitation.
- (6) The methods of moving and dealing with a motion to amend shall be the same as those of a motion. The motion to amend, if passed, shall become the main motion along with the original motion.
- (7) The established motion shall represent the overall stance of Affiliated Clubs and Societies regarding the related matters.

18. No Confidence Motion against Conference Chair

- (1) If the representative attending the Conference deems that the Conference Chair does not appropriately fulfill their duties, they shall put forward a no confidence motion against the Chair.
- (2) The no-confidence motion against the Chair shall not be discussed or consulted. The motion shall be passed by two-thirds or above of the Official Delegates present.
- (3) The Conference Chair shall hand over the power of Chair to the Conference Secretary after the motion is passed.
- (4) If no-confidence motions have been passed against the Chair and the Secretary respectively in the Chair's current terms of office, the Conference shall be immediately dismissed and be regarded as adjournment.

19. Voting

- (1) Only Official Delegates of Clubs and Societies with voting rights can vote.
- (2) The voting options available shall be "in favour", "against" and "abstention". No indication of "in favour" or "against" shall be regarded as abstention.
- (3) Affirmative votes from half or more of the Official Delegates present shall be obtained to pass a motion. If the affirmative votes are equal to an exact half of the Official Delegates present, the Chair shall put the motion to vote again after consultation and discussion among the Participants; if the affirmative votes still remain unchanged after reconsideration, the motion shall be automatically withdrawn.
- (4) Motion must not be consulted or discussed during voting.
- (5) If a Participant hold doubts about the number of votes, a re-count shall be requested and approved by one-fifth or more of the Official Delegates present, following immediately by the Chair's announcement of the voting results. The respective Official Delegates shall not change their first voting stance during the re-count of votes.

Section 6 Election for Affiliate Clubs and Societies Representatives**20. Eligibility for Nomination**

- (1) All Executive Committees of Clubs and Societies of The Union shall have the right to nominate.
- (2) Each Club or Society can nominate only one of the Officers of their Executive Committee every year.

21. Eligibility of Candidates

To be an eligible candidate, a person must fulfill the following requirements:

- (1) A Basic Member of The Union.
- (2) An Officer of the Executive Committee of a Club or Society of the current term before the Conference.
- (3) Receiving nomination by their respective organization which shall be submitted to the Conference Chair in written form.
- (4) Attending the Conference as Official Delegate or Official Observer.

22. Election Process

- (1) The Conference Chair shall fairly arrange the promotion and consultation period for each candidate.
- (2) The By-laws of consultation shall be announced by the Chair at the Conference.
- (3) Unless otherwise stipulated by the Chair, the Election shall take place by proposing and voting in accordance with the By-laws.
- (4) If the candidate serves concurrently as an Official Delegate, they must not participate in the voting (and shall be regarded as abstention).

23. Election Conditions

- (1) If the number of candidates exceeds the maximum number of representatives of Affiliated Clubs and Societies stipulated by the ordinance of the Regulatory Body, candidates who obtain more affirmative votes shall be elected.
- (2) If the number of candidates is equal to or lower than the maximum number of representatives of Affiliated Clubs and Societies stipulated by the ordinance of the Regulatory Body, motions of confidence shall be voted on, and candidates who win the vote of confidence shall be elected.

24. Time Constraints

- (1) The Election shall be held at the Conference only, and no re-election or by-election shall be held thereafter.
- (2) Any complaints concerning the Election shall be lodged and adjudicated by the Conference before its closing.

25. Appointment of Elected Representatives

The appointment of elected representatives of Affiliated Clubs and Societies in the Regulatory Body at the Conference is stipulated by the ordinance of the Regulatory Body.

26. Duties of Appointed Representatives

The appointed representatives of Affiliated Clubs and Societies in the Regulatory Body shall:

- (1) Represent the interests of the Affiliated Clubs and Societies as a whole in the Regulatory Body.
- (2) Be responsible for consulting the respective Clubs and Societies regarding any important matters affecting the Affiliated Clubs and Societies.
- (3) Regularly communicate the opinions expressed by Affiliated Clubs and Societies to other members of the Regulatory Body.
- (4) Fulfill the duties of a committee member stipulated by the ordinance of the Regulatory Body.
- (5) Report year-round work performance at the Joint Conference of Affiliated Clubs and Societies of next year.

27. Vacancy

The positions of the representatives of Affiliated Clubs and Societies in the Regulatory Body shall fall vacant under the following situations:

- (1) No candidates are elected at the Conference of Affiliated Clubs and Societies.
- (2) The Conference of Affiliated Clubs and Societies fails to be convened due to the lack of quorum before the Election is held.

Section 7: Other Matters**28. Punishment for Absence**

The Regulatory Body shall refer to the Union Judiciary for punishment on any Club, Society, Pilot Society who do not appoint a representative to attend the Conference of Affiliated Clubs and Societies in accordance with the By-laws.

29. Appeal

One may lodge an appeal concerning any complaint about the Conference of Affiliated Clubs and Societies to the Union Judiciary, yet the final decision shall reside with the ruling of the Judiciary.

30. Adjournment

- (1) If the Joint Conference of Affiliated Clubs and Societies is adjourned due to the lack of quorum, the Conference shall be convened after 7 days, and the arrangements shall be announced by the person with the convening power.

- (2) If two Joint Conferences of Affiliated Clubs and Societies are adjourned consecutively due to the lack of quorum, the agenda shall be handed over to The Council for decision.

Section 8: Empowering Section

31. Amendment of By-laws

The amendment of the By-laws shall be passed and announced by The Council.

32. 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.

33. Interpretation

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

(The By-laws were passed at the 4th General Council Meeting of the 39th Session of The Council in 26 November 2009 and came into effect in 1 January 2010. The resolution sought to amend the By-laws was passed at the 6th General Council Meeting of the 45th Session of The Council in 18 March 2016.)

Note: The English Translation is for reference only.