

**The Student Union of The Chinese University of Hong Kong
Financial Ordinance**

To provide for the operation of the finances of the Student Union of the Chinese University of Hong Kong

Part 1: Preliminary

1. Short Title

This Ordinance may be cited as the Financial Ordinance.

2. Interpretation

In this Ordinance, unless the context otherwise requires —

“Central Organisations”	means	The Council and its committees, Executive Committee and its committees, Student Press, Campus Radio and provisional administration.
“Financial Adviser”	mean	the Financial Adviser appointed by The Union.
“Financial Committee”	means	Financial Committee of The Council.
		(Added 7 of 2015 s. 3)
“Financial status”	means	various financial matters including asset records, financial instruments and financial operations.
“Judiciary”		the Judiciary as specified in the Constitution of The Union.
“Monitory and Consultative Committee”	means	Monitory and Consultative Committee of The Council.
“Public officer”	means	any person who holds a position in Central Organisations or any person authorized by the aforementioned person to exercise his authority.
“Regulations”	means	The Union’s Constitution, regulations, ordinances, supplementary regulations, etc.
“The Union”	means	The Student Union of The Chinese University of Hong Kong.
“The University”	means	The Chinese University of Hong Kong.

3. Enforcement Agency

Financial Committee of The Council is the enforcement agency of this Ordinance.

4. Decision-making Power

The Council has the financial decision-making power of the Union. If the number of attendees at the Council Meeting does not meet the quorum, any vote on financial decisions shall be invalid.

(Amended 7 of 2015 s. 4)

Part 2: Operation of Membership Fee**5. (Repealed 7 of 2015 s.5)****6. Distribution of Membership Fee**

(1) Of the membership fee paid by each member, the assigned portion of each Central Organisation shall be —

(a) A total of 6 per cent allocated to the Activity Funds of the Council and its Affiliated Clubs and Societies.

(Amended 7 of 2015 s.6)

(b) 54 per cent allocated to Executive Committee of the Student Union.

(Amended 7 of 2015 s.6)

(c) 34 per cent allocated to Student Press Publication Committee.

(Amended 7 of 2015 s.6)

(d) 6 per cent allocated to Campus Radio Editorial Committee.

(Amended 7 of 2015 s.6)

(2) If the membership fee for the financial year is not divisible in accordance with the distribution prescribed above, the amount calculated shall be rounded off to the nearest HK\$0.1.

7. Transfer Arrangements for Membership Fee

(1) At the beginning of term of the year, the Council shall, according to Article 6 of this Ordinance, arrange for the transfer of five-twelfths of the membership fee for the number of members of the academic year of the Student Union Fund to the accounts of the Central Organisations.

(Amended 7 of 2015 s.7)

(2) In September each year, the Council shall, according to Article 6 of this Ordinance, schedule for the transfer of seven-twelfths of the membership fees for the total number of members of the following academic year of the Student Union Fund; Central Organisations that have yet to have their annual financial budgets approved by September, shall only have their assigned funds transferred after the approval for the budget passes.

(Added 7 of 2015 s.7)

Part 3: Income and Expenditure**8. Change of the Specimen Signature**

- (1) All Central Organisations are required to submit their updated specimen signatures to the Finance Office when they take office.
- (2) When submitting the updated specimen signatures, the Chairperson of The Council or the Chairperson of the Financial Committee shall be informed and confirm that the specimen signatures are valid and the transfer of membership fees shall be arranged.
- (3) The resolution of The Council or The Financial Committee is valid for the accounts of each Central Organisation and shall be observed by the Central Organisations.

9. Procedures of Reimbursement

- (1) Public officers in charge of finance of each Central Organisation shall complete and sign the forms provided by the Finance Office of the University, acquire the signature of the head of their respective Central Organisation on the form and send them to the Financial Adviser for verification, together with originals of invoices and/or receipts.
- (2) Once the Financial Officer verifies and signs the form, it will be sent to the public officers of the Central Organisations. The Central Organisations are required to file the forms and documents and send the originals of the invoices and/or receipts to the Finance Office.

10. Income and Expenditure of Executive Committee

- (1) The reimbursement of the Executive Committee and its affiliated committees shall only be lawful after transactions are signed by the Chairperson of The Council, the Financial Secretary of the Executive Committee and the Financial Adviser.
- (2) The collection of funds for the Executive Committee and its affiliated committees shall be the responsibility of the Financial Secretary of the Executive Committee, provided that the receipt voucher was signed by the Chairperson of The Council, the Financial Secretary of the Executive Committee and the Financial Adviser; if the income is in cash, the payee shall also be required to sign the voucher.

8. Income and Expenditure of the Student Press

- (1) Reimbursements of the Student Press shall only be lawful unless they are signed by the Editor-in-chief of the Student Press, the Treasurer of the Student Press and the Financial Adviser.
- (2) Handling of income items for the Student Press shall be the responsibility of the Treasurer of the Student Press, provided that the receipt voucher has been signed by the Editor-in-chief of the Student Press, the Treasurer of the Student Press and the Financial Adviser; if the income is in cash, the payee shall also be required to sign the voucher.

9. Income and Expenditure of the Campus Radio

- (1) Reimbursements of the Campus Radio shall only be lawful unless they are signed by the Director of the Campus Radio, the Treasurer of the Campus Radio and the Financial Adviser.
- (2) Handling of income items for the Campus Radio shall be the responsibility of the Treasurer of the Campus Radio provided that the receipt voucher has been signed by the Director of the Campus Radio, the Treasurer of the Campus Radio and the Financial Adviser; if the income is in cash, the payee shall also be required to sign the voucher.

10. Income and Expenditure of The Council

- (1) Reimbursements of The Council shall be only be lawful unless they are signed by the Chairperson of The Council, the Chairperson of the Finance Committee and the Financial Adviser.
- (2) Handling of income items for The Council shall be the responsibility of the Chairperson of the Finance Committee, provided that the receipt voucher has been signed by the Chairperson of The Council, the Treasurer of The Council and the Financial Adviser; if the income is in cash, the payee shall also be required to sign the voucher.

11. (Repealed 2 of 2018 s.33)**12. Account Balance**

- (1) Deficit balance is not allowed to be recorded in the accounts of the Central Organisations.
- (2) If the approval of reimbursement would lead to a deficit balance in their accounts, Central Organisations shall not proceed with the relevant procedures for submitting documents. Additional budget for the relevant activity shall be made available, and the procedure shall only be allowed to continue until the additional budget has been approved by The Council.

13. Fiscal Year Closing Settlement

- (1) Central Organisations are required to process all relevant documents and transactions before the end of the fiscal year and serve them to the Financial Adviser for signature.
- (2) Except for the account of The Chinese Democratic Movement Foundation, all Central Organisations are required to transfer the surplus in their accounts to the Student Union Fund by the end of the fiscal year.

14. Income Collection Period

All income collection matters shall be completed within 30 days and the public officer in charge of finance shall held accountable to the Finance Committee if the time limit has not been met.

Part 4: Student Union Fund**15. Definition and Use**

- (1) The Student Union Fund includes the Membership Fund for the year and the brought forward from previous sessions.
- (2) The annual membership fees and admission fees are credited to Student Union Fund.
- (3) Student Union Fund is used for:
 - (a) The purchase of The Council's long-term assets;
 - (b) The outstanding payments due in previous sessions;
 - (c) The expenses submitted by the Finance Committee in exceptional circumstances and approved by resolution of The Council;
 - (d) Filling the deficits of Central Organisations in the previous sessions; and
 - (e) The transfer of approved membership fees for Central Organisations to their respective Central Organisation accounts.

16. Procedures for Using the Student Union Fund

(Amended 7 of 2015 s.8)

- (1) Central Organisations have the right to propose to use the Student Union Fund.
- (2) The organisation that proposes to use the Student Union Fund shall submit a proposal to the Finance Committee explaining the use and specifying the amount involved, according to the quotation procedure prescribed in this Ordinance.
- (3) In the case that the amount involved is not more than HK\$1,600, the proposal shall be approved by two-thirds or more of the members of the Finance Committee who are present and voting.

(Amended 7 of 2015 s.8)

- (4) In the case of that the amount involved exceeds HK\$1,600, the proposal shall be approved by two-thirds or more of the members present of the Finance Committee who are present and voting.

(Replaced 7 of 2015 s.8)

- (5) A proposal to use the Student Union Fund shall not be broken down into multiple proposals in order to meet the requirement of subsection 4 of this Section.

(Added 7 of 2015 s.8)

17. Income and Expenditure of the Student Union Fund

- (1) Reimbursement of The Student Union Fund shall be only be lawful unless they are signed by the Chairperson of The Council, the Chairperson of the Finance Committee and the Financial Adviser and accompanied with the approval instructions issued by the Council.

- (2) Handling of income items for The Student Union Fund shall be the responsibility of the Chairperson of the Finance Committee, provided that the receipt voucher has been signed by the Chairperson of The Council, the Treasurer of The Council and the Financial Adviser; if the income is in cash, the payee shall also be required to sign the voucher.

Part 5: Budget and Report

18. Annual Budget

- (1) The Executive Committee, the Student Press and the Campus Radio shall submit their annual budgets to The Council within one month of taking office.
- (2) The Council shall submit its annual budget to the Council within one month, after all Standing Committees of the Council has elected their chairmen; the Chairperson of The Council and the Chairperson of the Finance Committee shall be responsible for drafting of the annual budget of The Council.

(Replaced 7 of 2015 s.9)
- (3) Unless approved by two-thirds of all members of The Council, annual budgets of the Central Organisations shall not be approved by the Council, when the total budgetary expenditure exceeds four-fifths of the total budgetary income.

(Amended 7 of 2015 s.9)
- (4) The corresponding item of each activity's budget shall be included in the work plan for the whole year.
- (5) Entries for miscellaneous items of each activity shall not be more than one; the budget for the item shall not be more than 5 per cent of the total budget of the activity.
- (6) The expenditures of the Executive Committee, the Student Press and the Campus Radio shall follow their annual budgets; no reallocation between items shall be allowed.

19. Revision of the Budget

- (1) If Central Organisations went over budget, added new items or had other amendments, they shall submit a revised budget to The Council.
- (2) The adopted revised budget, together with the original budget, forms the annual budget.
- (3) The submission of a revised budget for additional funds to The Council shall be completed within three months of the action or activity incurring the expenditure taking place.

(Amended 7 of 2015 s.10)
- (4) In the event of an additional budget, the submission of which shall be submitted to The Council within one month from the commencement of the action or activity; the deadline for submitting the new budget shall not be limited by the term of office of the head of the Central Organisation.

(Amended 7 of 2015 s.10)

- (5) The revised budget shall be submitted in writing and specify the reasons, the amount, and its effects on the original budget and the annual budget, if the amendment is approved.
- (6) (Repealed 7 of 2015 s.10)
- (7) (Repealed 7 of 2015 s.10)
- (8) All expenditures that are inconsistent with the annual budget shall be returned to the relevant account within one month if their respective revised budgets are not approved.

20. Procedures for Budget Approval

- (1) The annual budgets of the Central Organisations and revised budgets that incur additional expenditure of not less than HK\$800 shall only be approved when at least two-thirds or more of the Council members vote in favour, subject to instructions given by the Finance Committee according to this section. A revised budget that incurs additional expenditures of less than HK\$800 or no additional expenditures at all shall be approved by the Finance Committee according to this section.

(Amended 7 of 2015 s.11)
- (2) The Finance Committee shall meet within 14 days after receiving the budgets from the Central Organisations, to review whether to recommend The Council to approve the budget, or whether to approve the budget themselves (depending on the situation). The Finance Committee shall inform the Council and the Central Organisation that submitted the budget, in writing, of their decision, within three days after the review.

(Added 7 of 2015 s.11)
- (3) If a review meeting is not possible within 14 days of receiving the proposal, the Finance Committee shall process each item within the budget by a general vote within three days after the expiration of the deadline. The Chairperson of The Finance Committee shall, within three days after the general vote, inform the members of the Finance Committee, the Chair's Committee and the Central Organisation that submitted the budget, and shall specify all the relevant activities of the Finance Committee since the budget was received up till the general vote.

(Amended 7 of 2015 s.11)
- (4) The Finance Committee shall approve or recommend The Council to approve the budget or items of the budget, when two-thirds or more of the present and voting members of the Finance Committee are in favour; if a general vote is adopted, the budget or the item of the budget shall only be approved when two-thirds or more of all members of the Finance Committee vote in favour.
- (5) The Finance Committee has the power to make recommendations on the amount concerning each item of the budget to The Council, whether or not the recommendation has the same amount as the budget.

(Amended 7 of 2015 s.11)

- (6) For this section in particular, "Budget" includes the annual budget and the revised budget.

(Added 7 of 2015 s.11)

21. Interim Budget

- (1) If the annual budget is not approved after the Executive Committee, the Student Press, the Campus Radio or the Interim Executive Committee takes office, the basic operation of these organisations shall be maintained according to an interim budget.
- (2) The interim budget shall be drawn up by the Finance Committee and submitted to The Council for approval before the Executive Committee, the Student Press, the Campus Radio or the Interim Executive Committee take office; Executive Committee if an interim budget is yet to be drawn up or approved after the taking of office, the interim budget of the previous term shall be adopted automatically.
- (3) Before the annual budget is approved, all expenditures of the relevant organisations shall follow the interim budget and be approved by the Finance Committee beforehand.
- (4) The annual budget of the Interim Executive Committee is equivalent to the interim budget, if there are over-expenditures, additional items or other amendments, the revision shall be submitted in accordance with Section 19 of this Ordinance with reference to the interim budget.

(Amended 7 of 2015 s.12)

22. Financial Report

- (1) The Central Organisations shall report to the Finance Committee on a regular basis, regarding their financial status; the Central Organisations shall also submit their income and expenditure statement on the activities they held at the request of the Chairperson of the Finance Committee.
- (2) Central Organisations are required to submit their half-yearly financial reports to The Council within September; after the half-yearly financial reports are approved by the Finance Committee, they shall be submitted to The Council for approval as well.
- (3) Central Organisations shall submit their annual financial reports to The Council within two months after leaving office; after the annual financial reports are approved by the Finance Committee, they shall be submitted to The Council for approval as well.
- (4) Each financial report shall specify the proposed amount of the item of the budget, the actual amount of the relevant item for the current year and the previous year, and the

(Amended 7 of 2015 s.13)

(Replaced 7 of 2015 s.13)

(Amended 7 of 2015 s.13)

(Amended 7 of 2015 s.13)

difference between the budget and the actual amount of the current year; the reports shall adopt the same format as the financial budget to the greatest extent.

(Amended 7 of 2015 s.13)

23. Over-expenditures

- (1) The Finance Committee have the power to instruct the Central Organisations to reject the reimbursements for additional activities not included in the annual budget.
- (2) Unless approved by two-thirds or more of all members of The Council, the actual annual expenditure of the Central Organisation shall not exceed nine-tenths of the actual annual income; the excess amount shall be settled by the member of the organization for the current year.

(Added 7 of 2015 s.14)
- (3) Over-expenditures incurred from activities or items under the following conditions, shall only be approved by the Council, when two-thirds of the members of the Finance Committee present and voting are in favour of the proposal. Unless approved by the Council, no over-expenditures shall be reimbursed.
 - (a) The over-expenditure was at least HK\$500 or more; or,
 - (b) The over-expenditure exceeded 1 per cent of the project budget for the activity.

(Replaced by 7 of 2015 s.14)
- (4) If the activity or item incurring the over-expenditure does not satisfy the conditions set out in sub-section (3) of this Section, the relevant Central Organisation shall put the over-expenditure on record with the Chairperson of the Finance Committee before the reimbursement.

(Added 7 of 2015 s.14)
- (5) In this Section, “over-expenditure” means that the actual expenditure of an activity or item is higher than the budgeted expenditure.

(Added 7 of 2015 s.14)

Part 6: Asset Management

24. Asset records

- (1) Central Organisations shall record their assets that meet the following conditions:
 - (a) Its acquisition value is higher than HK\$1,000; or,
 - (b) It is expected to be used for not less than one year.
- (2) Central Organisations shall specify the year of use and acquire approval from the Finance Committee when acquiring the assets mentioned in subsection (1) of this Section.

- (3) The record shall include the date and reason of acquisition, the value of acquisition, the location of use, the date of disposal and the reason for the disposal.
- (4) Change in the location of use shall be updated within seven days of the adjustment.
- (5) The Welfare Department managed by the Executive Committee shall not be subject to this Section.

25. The Welfare Department of the Executive Committee

- (1) All machines and products of the Welfare Department shall be clearly recorded.
- (2) The Executive Committee shall conduct an inventory for the Welfare Department at least once a year and shall inform the Finance Committee seven days prior to the inventory.
- (3) If the Welfare Department's inventory records have any problems, the Executive Committee shall inform the Finance Committee within seven days to sort out a solution.

26. Damage or Loss

- (1) If any asset of the Central Organisations cannot be used due to damage or is lost for any reason, the Central Organisation shall put it on record, with clear indication of the date and cause of the situation; the Central Organisation shall inform the Finance Committee within seven days after discovering the situation.
- (2) If the Financial Committee decides that the damage or loss is a result of misconduct by a public officer, the relevant public officer shall be liable and comply with the Financial Committee's instructions to compensate for the damage or loss.
- (3) If the damage or loss is caused by a person or an organisation outside of the Central Organisations, the Finance Committee may instruct the relevant Central Organisation to seek compensation from that person or organization. If the damage or loss was caused in the course of a loan from the Central Organisations to a person or an organisation outside of the Central Organisations and no compensation clause for damage or loss was agreed upon at the time when the loan was arranged, the Central Organisation and the public officer in charge shall be liable, they might be asked to compensate for the damage or loss.
- (4) Any compensation made as a result of this Section shall,
 - (a) Not be less than 50 per cent of the market value of the original assets; and,
 - (b) Not be higher than the market value of the original assets.
- (5) The person or organisation that is required to compensate shall pay The Council within 30 days after the Finance Committee has made a decision, and the compensation shall be allocated to the Student Union Fund by The Council.

- (6) Any person or group that fails to make compensation in accordance with the instructions of this Section may be subject to any action The Council deem appropriate on recommendation from the Finance Committee.
- (7) If the person or organisation has any objection to the decision of the Finance Committee, an appeal may be lodged to the Judiciary of The Union within seven days.

27. Asset Review

- (1) The Finance Committee may check and verify the asset records of the Central Organisations at any time.
- (2) The Finance Committee may, in the presence of the Welfare Officers or persons with the relevant duties, examine the products of the Welfare Department.

Part 7: Financial Documents

28. Financial instrument

- (1) The Central Organisations shall properly record their daily income and expenditure and keep their financial documents of not less than three years.
- (2) The financial documents referred to in this part include:
 - (a) The Annual budget;
 - (b) The half-yearly financial report and annual financial report;
 - (c) Monthly reports of the Finance Office;
 - (d) Copies of cashier reports and vouchers; and,
 - (e) Daily income and expenditure records.

29. Monthly Closing Reports

- (1) Copies of all monthly closing reports issued by the Finance Office shall be sent by The Council to the Finance Committee and the Financial Adviser within seven days after receiving the report.
- (2) The Finance Committee shall regularly review the monthly reports at the committee meetings.
- (3) The Finance Committee has the right to request Central Organisations to submit cashier reports or vouchers to the Finance Office for verification at any time.

Part 8: Responsibilities of Different Parties

30. Responsibilities of the President of The Union

- (1) Check whether vouchers of the Executive Committee meet the relevant requirements when signing them;

(Amended 7 of 2015 s.15)

- (2) Monitor the financial operation and asset records of the Executive Committee and assume ultimate responsibility for the relevant operations and records; and,
(Amended 7 of 2015 s. 15)
- (3) Submit major financial issues to the Finance Committee, The Council or the Financial Adviser, and assume ultimate responsibility for the finances of The Council.

31. Responsibilities of the Financial Secretary of the Executive Committee

- (1) Formulate and submit the annual budget, the half-yearly financial report and the annual financial report of the Executive Committee and its affiliated committees;
- (2) Check whether vouchers of the Executive Committee meet the relevant requirements when signing them;
(Amended 7 of 2015 s. 16)
- (3) Review the financial status of the Executive Committee and its affiliated committees;
(Amended 7 of 2015 s. 16)
- (4) Monitor the asset records of the Executive Committee and its affiliated committees;
- (5) Revise the budget of the Executive Committee and its affiliated committees for over-expenditures or additional items;
- (6) Ensure that the operation of the Executive Committee and its affiliated committees is in accordance with the provisions of this Ordinance;
(Amended 7 of 2015 s. 16)
- (7) Assist the person in charge of the activities of the Executive Committee and its affiliated committees in preparing the financial reports of the activities;
- (8) Receive and forward the monthly report from the Finance Office;
- (9) Propose to adjust the membership fee when necessary, according to the provisions of the Constitution and the actual situation; and,
- (10) Maintain good knowledge of the overall financial status of The Union, and be accountable to the President of The Union, the Finance Committee, The Council and the Financial Adviser.

32. Responsibilities of the Welfare Officer of The Executive Committee

- (1) Assist the Financial Secretary of The Executive Committee to formulate the annual budget, the half-yearly financial report and the annual financial report of the Welfare Department;
(Amended 7 of 2015 s. 17)
- (2) Inform the Financial Secretary of the Executive Committee on the financial status of the Photocopying Center and the Welfare Department;
- (3) Check the purchase orders and inventory records of the Welfare Department regularly;

- (4) Conduct the regular inventory of the Welfare Department and evaluate the operation of the Welfare Department;
- (5) Check photocopier meter readings, and evaluate the operation of the Photocopying Center regularly; and,
- (6) Submit operation reports of the Photocopying Center and the Welfare Department to The Council within two months after leaving office.

33. Responsibilities of the Chief Editor of the Student Press

- (1) Check whether vouchers of the Student Press meet the relevant requirements when signing them; and,
- (2) Monitor the financial operations and asset records of the Student Press, and assume ultimate responsibility for relevant operations and records.

34. Responsibilities of the Financial Officer of the Student Press

- (1) Formulate and submit the annual budget, the half-yearly financial report and the annual financial report for the Student Press;
- (2) Check whether vouchers of the Student Press meet the relevant requirements when signing them;
- (3) Review the financial status of the Student Press;
- (4) Monitor asset records of the Student Press;
- (5) Revise the budget of the Student Press for over-expenditures or new items;
- (6) Ensure that the operation of the Student Press is in accordance with the provisions of this Ordinance; and,
- (7) Assist the person in charge of the activities of the Student Press in preparing the financial reports of the activities.

35. Responsibilities of the Director of the Campus Radio

- (1) Check whether vouchers of the Campus Radio meet the relevant requirements when signing them; and,
- (2) Monitor the financial operations and asset records of the Campus Radio, and assume ultimate responsibility for the relevant operations and records.

36. Responsibilities of the Financial Officer of the Campus Radio

- (1) Formulate and submit the annual budget, the half-yearly financial report and the annual financial report for the Campus Radio;
- (2) Check whether vouchers of the Campus Radio meet the relevant requirements when signing them;

- (3) Review the financial status of the Campus Radio;
- (4) Monitor asset records of the Campus Radio;
- (5) Revise the budget of the Campus Radio for over-expenditures or new items;
- (6) Ensure that the operation of the Campus Radio is in accordance with the provisions of this Ordinance; and,
- (7) Assist the person in charge of the activities of the Campus Radio in preparing the financial reports of the activities.

37. Responsibilities of the Chairperson of The Council

- (1) Check whether vouchers of the Council and the Student Union Fund meet the relevant requirements when signing them; and,
(Amended 7 of 2015 s. 18)
- (2) Monitor the financial operation and asset records of The Council and the Student Union Fund, and assume ultimate responsibility for the relevant operations and records.
(Amended 7 of 2015 s. 18)

38. Responsibilities of the Chairperson of Finance Committee

- (1) Check whether vouchers of the Council and the Student Union Fund meet the relevant requirements when signing them;
(Amended 7 of 2015 s. 19)
- (2) Review the financial status of The Council and the Student Union Fund;
(Amended 7 of 2015 s. 19)
- (3) Monitor the asset records of The Council;
- (4) Ensure that the operation of The Council and the Student Union Fund is in accordance with the provisions of this Ordinance;
(Amended 7 of 2015 s. 19)
- (5) Hand over the approved financial budget to the Financial Adviser of The Union for reference; and,
- (6) Instruct the Finance Committee to exercise its powers and supervise the Central Organisations' compliance with the provisions of this Ordinance.

39. Responsibilities of the Financial Adviser of The Union

- (1) Check whether vouchers of the Union meet the relevant requirements when signing them; and,
- (2) Advise The Union on its financial affairs.

40. Responsibilities of the person in charge for the activities of Central Organisations

- (1) Each Central Organisation shall specify the person in charge for each activity in its work plan.
- (2) The person in charge of the activity shall monitor the financial status of the activity and submit a financial report of the activity before the designated deadline after the end of the activity.
- (3) The person-in-charge of the activity shall report to respective the Central Organisation and the Finance Committee.
- (4) The person in charge of the activity shall make both ends meet; otherwise, he may be required to cover the over-expenditure.

41. Misreporting and Fraud

- (1) If the Financial Committee discovers a misreport or fraud from the Executive Committee, the Student Press, or the Campus Radio, or that its financial management is poor, the financial affairs of the relevant organisation will be handled by The Council.
- (2) If the Finance Committee considers the financial management of The Council as poor, it shall be evaluated in a Council Meeting.
- (3) If a misreport or fraud is discovered by the Central Organisation within the financial year, the Finance Committee shall investigate and determine the public officer(s) responsible for the incident, and may request The Council to order the relevant personnel to make compensation; however the maximum amount of compensation shall not exceed the total amount involved in the incident.
- (4) If the misreport or fraud of the previous Central Organisation is found after the end of the financial year, after investigation, the Finance Committee may request The Council to order the relevant previous public officer(s) to make compensation; however the maximum amount of compensation shall not exceed the total amount involved in the incident.
- (5) If the Finance Committee considers the incident as serious, and the relevant public officer(s) or previous public officer(s) refuses to accept the compensation order of The Council, the Financial Committee may recommend the Council to take any appropriate actions to hold the party responsible accountable.

42. Investigation and Punishment

- (1) When any of the following conditions is fulfilled, the Chairperson of the Finance Committee shall convene a meeting within 14 days to investigate the Central Organisation or public officer suspected of misconduct on finance related matters:
 - (a) The Council directs;

- (b) Head(s) of Central Organisations or public officer(s) responsible for finances makes a complaint
 - (c) Two or more public officers of any Central Organisations or their affiliated committees make a complaint; or
 - (d) When the Chairperson of the Finance Committee considers it necessary.
- (2) When a conflict of interest or potential conflict of interest is discovered before or during the investigation process, members of the Finance Committee shall immediately report to the Finance Committee which will then determine the solution to the conflict of interest.
 - (3) The investigation shall be completed within 30 days after at least one of the conditions is fulfilled, and the Chairperson of the Finance Committee shall report to the Chairperson of The Council and the Monitory and Consultative Committee within two working days afterwards in writing and inform all Members of the result.
 - (4) If the Finance Committee fails to convene a meeting to investigate the matter within 14 days after one of the conditions is fulfilled or is unable to complete the investigation within 30 days, the Chairperson of the Finance Committee shall report in writing to the Chairperson of The Council and the Monitory and Consultative Committee within three days, and indicate all relevant activities after one of the conditions is fulfilled.
 - (5) If the Finance Committee decides that the Central Organisation or the public officer is negligent in handling finance related matters, it shall regret, condemn, submit to The Council for a compensation order issued to the responsible personnel, or hand over the matter to The Council for punishment. If the Finance Committee considers the incident serious, it may recommend The Council to take any appropriate action to hold the party responsible accountable.
 - (6) If any related persons or organisations has any objection to the ruling of the Finance Committee, an appeal may be lodged to the Judiciary of The Union within seven days after the announcement of the investigation results.

Part 9: Public Service Benefits

43. Benefits and Hospitality

- (1) Public officers of the Union shall not provide, solicit or receive any benefits from any persons or organisations in the context of a person in public office.
- (2) Public officers of the Union shall not accept unnecessary hospitality.

44. Quotation and Declaration of Benefits

- (1) If the Central Organisation needs to make a purchase for a certain item or service, and the budget for the purchase is more than HK \$ 1,000-

- (a) The person in charge of the Central Organisation's activities or the public officer in charge of the finance of the organisation shall invite no less than three suppliers of goods or services to make written quotations, and draw up the selection evaluation procedures of the goods or services.
 - (b) The person in charge of the Central Organisation's activities or the public officer in charge of the finance of the organisation shall submit the annual budget or the revised budget together with the purchase quotation and the evaluation report.
- (2) If the Central Organisation needs to continue to purchase a certain item or service in bulk, and the total budget for the purchase is more than HK \$ 3,000-
 - (a) The person in charge of the purchase shall invite no less than three suppliers of goods or services to make written quotations, and draw up a selection procedure and a schedule for regular assessments of quality and price.
 - (b) The person in charge of the purchase shall submit the annual budget or the revised budget together with the purchase quotation and the evaluation report.
 - (c) The person in charge of the purchase shall periodically re-evaluate the quality and price of the item according to its schedule and choose a different supplier if necessary; the re-evaluation report shall be submitted to the Finance Committee within one week.
- (3) If the Central Organisations' purchases are approved by the Finance Committee or The Council in accordance with the formal purchase procedure of the Business Unit of the Finance Office, there is no need to comply with the quotation procedure stated in this Section.
- (4) The person in charge of the Central Organisation's activities or the public officer in charge of the finance of the organisation shall declare his or her relationship with the supplier whom he or she invited to submit a quotation to the Finance Committee before commencing the quotation invitation procedure, and shall not invite suppliers whom he or she works for or his or her direct family members and relatives to participate in the submission of quotations.
- (5) When public officers of various Central Organisations discover a conflict of interest or potential conflicts of interest in the selection process, they shall report to the Finance Committee which will then determine the solution to the conflict of interest.

Part 10: Miscellaneous

45. Sponsorship and Fundraising

- (1) Central Organisations shall not accept any sponsorships from any persons or organisations without the permission of The Council.

- (2) The Chairperson and deputy Chairperson of The Council shall be informed of any fundraising for the Central Organisations in advance, the purpose and plan for the fundraising shall be illustrated clearly.
- (3) A financial report on the sponsorship and fundraising matters of Central Organisations shall be submitted to the Finance Committee within one month after the matter has been completed.

46. Other Funds

- (1) The Council may set up various funds to meet the needs of Union affairs, through a debate and vote.
- (2) A fund established according to this Section shall:
 - (a) Have The Council make relevant regulations and specify rules regarding source of income, purpose, management and use.
 - (b) Have its reimbursement only be lawful when it is signed by the President of The Union, the Financial Secretary of the Executive Committee and the Financial Adviser, together with the approval instructions issued by the management agency specified in the fund's regulations.
 - (c) Have the Financial Secretary of the Executive Committee responsible for its income, provided that the receipt voucher was signed by the President of the Union, the Financial Secretary of the Executive Committee and the Financial Adviser; if the income is in cash, the payee shall also be required to sign the voucher.

Part 11: Empowering Provisions

47. Power of Amendment

This Ordinance shall only be amended with the approval of two-thirds of the members of the quorum of a Council meeting, and a public announcement afterwards..

48. Conflict with the Constitution

If there is a conflict between this Ordinance and the Constitution, the latter shall prevail.

49. Power of Interpretation

The power of interpretation of this Ordinance shall be vested in the Judiciary specified in the Constitution.

50. Taking Effect

The Ordinance was adopted at the fifth General Council Meeting of the 39th Session of the Council on January 18, 2018.

Note: The English Translation is for reference only.