

SECTION I
DEFINITIONS

Unless the context otherwise requires, the following terms shall have the following meanings:

“Union”	shall mean The Hong Kong University Students’ Union.
“Constitution”	shall mean the Constitution of the Union.
“Union Council”	shall mean The Hong Kong University Students’ Union Council.
“Regulation”	shall mean the Archives and Records Regulation of the Union Council.
“By-laws”	shall mean the By-laws of the Union Council.
“Council Chairperson”	shall mean the Chairperson of the Union Council.
“Honorary Secretary”	shall mean the Honorary Secretary of the Union Council.
“Council Secretariat”	shall mean the Secretariat of the Union Council.
“Union Councillor”	shall mean a Councillor of the Union Council.
“Official Observer”	shall mean the Official Observer of the Union Council.
“Council Committees”	shall mean all Standing Committees, Judicial Committee and Committees <i>ad hoc</i> of the Union Council.
“Union Executives”	shall mean individual Union Executives and the Executive Committee of the Union.
“University Archives”	shall mean the Archives of the University of Hong Kong.
“Office Bearers”	shall mean the same as in the Judicial Procedures.

SECTION II

GENERAL

1. The purpose of the Regulation is to provide a basis for matters related to the archives and records of the Union.
2. The Council Secretariat shall be the principal body managing records and archives of the Union. The Council Business Committee shall set the policy and advise the Union Council on matters concerning the Council Records and Archives.
3. The Council Secretariat shall execute the Deed of Gift in Appendix II.
4. The Honorary Archivist shall advise the Union Council on matters regarding the Archives and Records of the Union and also serve as the liaison with the University Archives to ensure the preservation of the appropriate HKUSU records in the University Archives.
5. The Honorary Secretary may, with the consent of Council Business Committee, issue guidelines and instructions mandating the form of submission.
6. The Regulation shall apply to all Office Bearers, members of Council Committees, Student Bodies and any other parties who wish to access any Council Records and Archives.

SECTION III
HKUSU COLLECTIONS

1. The Archives and Records of the Union shall be named the **HKUSU Collections**.
2. The HKUSU Collections consist of
 - a. The Council Records; and
 - b. The Council Archives.
3. The Council Records consists of Important Documents, Council Documents, Union Documents, and Student Bodies Documents not transferred to the University Archives.
4. The Council Records shall be managed by the Council Secretariat which is led by the Honorary Secretary. They shall be responsible for the following duties:
 - a. Collecting and organising Council Records;
 - b. Liaising with the University Archives regarding the transferred and retrieval Council Archives; and
 - c. Executing the Deed of Gift in Appendix II.
5. The Council Archives consist of all Council Records transferred to the University Archives pursuant to the Deed of Gift in Appendix II, and other documents previously transferred to the University Archives.
6. The Council Secretariat shall transfer a copy of the Council Records of the current and the previous session to the University Archives annually. Transfer of other documents and past documents shall only be executed upon a resolution of the Union Council.
 - a. A list of documents transferred shall be submitted to the Council Business Committee after each transfer. The Council Business Committee shall maintain a list of all documents transferred.

SECTION IV
IMPORTANT DOCUMENTS

1. The following documents shall be defined as Important Documents having permanent historical value:
 - I. Union Constitution
 - II. Union Council By-laws
 - III. Union Council Judicial Procedure
 - IV. Union Council Standing Orders
 - V. Union Financial Regulation
 - VI. Union Council Election Regulation
 - VII. Union Internal Regulation
 - VIII. Union Council Affiliation Regulation
 - IX. Union Council Archives and Records Regulation
 - X. Other regulations enacted by the Union Council
 - XI. Important Resolutions of the Union
 - XII. Judgments and Decisions of the Judicial Committee
 - XIII. Audited Financial Statements of the Union
 - XIV. List of Office Bearers of the Union
 - XV. Constitutions of all Student Bodies
 - XVI. Gazette of the Hong Kong University Students' Union
2. Where applicable, a full enactment history of Important Documents shall be kept.
3. The Important Documents (except item XV) shall be compiled by the Council Secretariat and be reviewed by the Council Business Committee annually.
4. Item XV shall be compiled by the Constitution Review Committee annually. All documents in item XV shall be submitted to the Constitution Review Committee annually in pursuance of the By-laws.

SECTION V
COUNCIL DOCUMENTS

1. Council Documents shall consist of Council Meeting Documents, Committee Documents, Council Reports and General Documents.
2. Council Meeting Documents
 - a. The following documents shall be defined as Council Meeting Documents:
 - i. Notices and Agenda of Union Council Meetings
 - ii. Minutes of Union Council Meetings
 - iii. Working Papers of Union Council Meetings
 - iv. Motion Papers of Union Council Meetings
 - v. Voting records of Union Council Meetings
 - vi. Attendance Sheets of Union Council Meetings
 - vii. Council Correspondences
 - viii. Council Chairperson's Address
 - ix. President's Address
 - b. All Council Meeting Documents submitted shall be named according to the Naming System stipulated in Appendix I.
3. Committee Documents
 - a. The following documents shall be defined as Committee Documents:
 - i. Membership of all Council Committees
 - ii. Terms of Reference of all Committees *ad hoc* of Union Council
 - iii. Agenda of Meetings of all Council Committee Meetings
 - iv. Minutes of Meetings of all Council Committee Meetings
 - v. Working Papers of all Council Committee Meetings
 - vi. Attendance Sheets of all Council Committee Meetings
 - b. All Committee Documents submitted shall be named by the respective Committees according to the Naming System stipulated in Appendix I.
 - c. The Chairperson and Secretary of a Council Committee shall submit the documents of all Committee Meetings to the Honorary Secretary within 14 clear days after they are adopted. A signed copy of the minutes of Committee Meetings shall be submitted.
4. Council Reports
 - a. The following documents shall be defined as Council Reports:
 - i. Half-yearly Reports
 - ii. Annual Reports
 - iii. Reports of Committees *ad hoc*
 - iv. Interim Reports submitted by all Council Committees
 - v. Conference Delegate Reports
 - vi. All other reports submitted to the Union Council according to the By-laws
 - b. All Council Reports submitted shall be named by the respective parties according to the Naming System stipulated in Appendix I.
5. General Documents
 - a. The following documents shall be defined as General Documents:

- i. Council Handbook
- ii. Official Documents issued according to Article IV, Section Five of the By-laws
- iii. Public Notices issued by the Union Council according to Article IV, Section Five of the By-laws (Except notices for General Polling and Elections of the Union)
- iv. Other Correspondences of the Union Council

SECTION VI
UNION DOCUMENTS

1. Union Documents shall consist of the following:
 - a. All papers and notices relating to General Meetings of the Union
 - i. Notice and Agenda of General Meetings of the Union
 - ii. Minutes of General Meetings of the Union
 - iii. Working Papers of General Meetings of the Union
 - iv. Motion Papers of General Meetings of the Union
 - v. Voting records of General Meetings of the Union
 - vi. Attendance Sheets of General Meetings of the Union
 - b. All papers and notices relating to General Pollings and Elections of the Union
 - i. Nomination Forms of all Elections of the Union
 - ii. Notices of General Pollings and Elections of the Union
 - iii. Results of General Pollings and Elections of the Union
 - iv. Publicity Materials of General Pollings and Elections of the Union
 - v. Reports of General Pollings and Elections of the Union
 - c. Annual Budget of the Union
 - d. Official Publications of the Union
 - e. Official Publications of the Undergrad
 - f. Statements issued by Council Committees, Union Executives, and Campus Media
 - g. Terminated contracts between the Union and other parties
 - h. Public Notices issued by the Union Executives
2. Submission
 - a. The Secretary of the General Meeting shall submit all papers and notices relating to General Meetings of the Union to the Council Secretariat within one month of adjournment.
 - b. The Union Elections Committee, or the General Polling Commissions, shall submit all papers and notices relating to General Pollings and Elections of the Union to the Council Secretariat within one month of the official result.
 - c. The Union Executives, or any Committee responsible for publishing Official Publications of the Union, shall submit 8 copies of the publication to the Council Secretariat within 2 weeks of publication. The Council Secretariat shall forward the publications to the University Archives, University Library, and Council Records accordingly.
 - d. The Editorial Board of Undergrad shall submit 8 copies of the publication to the Council Secretariat within 2 weeks of publication. The Council Secretariat shall forward the publications to the University Archive, University Library, and Council Records accordingly.
 - e. The Union Executives, or any Committee responsible, shall submit a copy of all terminated contracts to the Council Secretariat within 2 weeks of termination. The President of the Union and Council Chairperson shall be consulted on its confidentiality before the submission.
 - f. The Union Executives, and Campus Media shall submit a copy of all statements issued to the Council Secretariat within 2 weeks of issuance. All statements issued by Council Committees shall be endorsed in a Union Council meeting.

SECTION VII
STUDENT BODIES DOCUMENTS

1. Student Bodies Documents shall consist of the following:
 - a. Annual Functional Report (with Annual Financial Report)
 - b. Annual Working Plan (with Financial Budget)
 - c. General Meeting Reports
 - d. General Polling Reports
 - e. Election Reports
 - f. Reports for occasions assuming powers of General Meetings, General Pollings or Elections
 - g. Statements
 - h. Registration Form for Sub-organizations (with Bank Statement and Constitution)

2. Submission
 - a. Items 1(a)-(g) shall be submitted to the Union Council in pursuance to the By-laws.
 - b. All Student Bodies shall submit an updated Registration Form for Sub-organizations within 7 clear days after any change in executive committee members and/or position(s) held by any executive committee member.
 - i. The form shall be specified by the General Secretary of the Union and be obtainable at the Union Office.
 - ii. The original form shall be submitted to the Union Office and a copy of the form shall be submitted to the Council Secretariat.

SECTION VIII
GAZETTE

1. There shall be a Gazette of the Hong Kong University Students' Union.
2. The Gazette shall be a compilation of the following documents within a Union Session:
 - a. Public Notices issued by the Union Council [Section V 5(a)(iii)]
 - i. Documents may be gazetted by Council Chairperson, Chairpersons of Council Committees, and convenors of Judicial Working Groups according to Article IV, Section Five of the By-laws.
 - b. Public Notices issued by the Union Executives [Section VI 1(h)]
 - c. Notices and Agenda of General Meetings of the Union [Section VI 1(a)(i)]
 - d. Notices of General Pollings and Elections of the Union [Section VI 1(b)(ii)]
3. The Gazette, or its contents, shall be displayed at the Union Office.
4. The Gazette shall be accessible to all Office Bearers and Members of the Union.
5. All Notices shall be numbered in serial, assigned by the Honorary Secretary.

SECTION IX
SUBMISSION AND STORAGE

1. General
 - a. All documents shall be named according to the Naming System stipulated in Appendix I.
 - b. All hard copies and soft copies shall be kept unless the Union Council, by two-thirds majority, authorises otherwise.
 - c. Except with the permission of the Council Business Committee, no documents other than those stipulated above shall be stored as Council Records.

2. Submission
 - a. The Honorary Secretary shall designate location(s) for submission of documents.

SECTION X
ACCESS TO DOCUMENTS

1. Ownership
 - a. The Union shall be the owner of the HKUSU Collections and its intellectual property rights.
 - b. All parties submitting documents to the HKUSU Collections gives, assigns, and conveys finally and completely, and without any limitation or reservation, the documents to the Union and its successors and assigns permanently and forever, together with any intellectual property rights therein and the right to copyright the same.
 - c. The Union Council may, by a two thirds majority vote, authorise the Council Chairperson to sign deeds of gifts with the University Archive on behalf of the Union. The deeds of gifts may share ownership of the HKUSU Collections and its intellectual property rights, but the Union shall remain a co-owner.

2. Confidential documents
 - a. The Union Council, Judicial Committee, Council Chairperson, and President of the Union may declare a document to be reserved if satisfied that its access by other parties will have a detrimental effect on the Union. The party declaring the document to be reserved may rescind the declaration at any time.
 - b. All reserved documents are confidential. No persons shall have access to confidential documents unless specified.
 - i. The Union Council may, by resolution, declare any agenda to be reserved. All Working Papers of a reserved agendum shall be reserved.
 - ii. All Judicial Committee proceedings and documents are reserved until the report of the matter is received by the Union Council.
 - iii. All current contracts of the Union shall be reserved unless otherwise designated by the President of the Union.
 - c. All confidential documents are accessible to the Council Chairperson and President of the Union.
 - d. A reserved document shall contain a declaration as cover sheet in the format as of Appendix III.
 - i. The declaration may specify other persons who may access the reserved document.

- e. The duration of confidentiality shall not exceed 5 years without the consent of the Union Council.
 - i. The declaration shall specify the duration of confidentiality.
 - ii. If the duration of confidentiality is unspecified, the duration shall be 1 year from the production of the document.
- f. Disputes on confidentiality are justiciable by the judicial bodies of the Union Council. The Union Council reserves the right to final decision.
- g. Other regulations regarding access rights are without prejudice to the reserved documents.

3. Access Rights

- a. All Council Records shall be accessible to the Council Chairperson, the President of the Union, the Honorary Archivist, the Honorary Secretary, and members of the Council Secretariat.
- b. All Council Records submitted by Student Bodies shall be accessible to the Executive Committee members of the respective Student Bodies.
- c. All Council Records submitted by a Committee shall be accessible to all members of the respective Committee.
- d. All Council Documents and Union Documents shall be accessible to all Union Councillors.
- e. All Annual Financial Reports and Financial Budgets shall be accessible to all members of the Union Finance Committee of the current session.
- f. All Council Records shall only be opened by parties with access rights, specified above, until 5 years from the Union Council Session when the documents were created. After the prescribed period, the Council Records shall be open.
- g. Any researcher wishing to access the Council Records prior to that date shall approach the Council Business Committee for written permission for access to the specific archives they wish to view.

4. Access to Council Records

- a. Parties with access rights shall submit an application to the Honorary Secretary for access to hard copies or soft copies of the Council Records.
 - i. The Council Chairperson and Honorary Secretary shall jointly approve or reject Applications.
- b. Parties without access rights shall submit a written application to the Council Business Committee if they wish to access any Council Records.
 - i. The Council Business Committee shall decide on the application; and stipulate the duration and other conditions of all approved applications.
- c. Parties with access rights should not share or distribute any documents with parties without access rights without the permission of the Council Business Committee.
- d. The Honorary Secretary shall monitor the use of documents, and shall report to the Union Council for any infringements or concerns. Such alleged infringements shall be discussed in a Union Council meeting.
- e. Disputes on access for documents are justiciable by the judicial bodies of the Union Council. The Union Council reserves the right to final decision.

5. Access to Council Archives

- a. All Council Archives shall only be opened by parties with access rights until 5 years from the date the documents are transferred to the University Archives. After the prescribed period, the Council Archives shall be open.

- b. The access to documents transferred to the University Archives shall be governed by the Deed of Gift stated in Appendix II. In case of any discrepancy, the Deed of Gift shall prevail.
- c. Parties with access rights may submit a formal Application to the Honorary Secretary to request items from the University Archives. The Council Chairperson and Honorary Secretary shall jointly approve or reject Applications.

SECTION XI

INTERPRETATION AND AMENDMENT OF THE COUNCIL ARCHIVE REGULATION

1. The interpretation of the Regulation shall rest with the Union Council.
2. The Regulation shall only be amended or rescinded at a Union Council Meeting with the consent of a two-thirds majority of Councillors present and voting.
 - a. The Council Business Committee may append documents and define them as Important Documents, Council Documents, Union Documents, and Student Bodies Documents; and amend the relevant articles accordingly. It shall only take effect when the amendments are received by the Union Council.
 - b. The Council Business Committee may amend Appendix I and Appendix III. It shall only take effect when the amendments are received by the Union Council.
 - c. Appendix II may only be amended, rescinded, or terminated in agreement with the University Archives.
3. A notice intimating the proposed amendment or rescission shall be sent to all Union Councillors and Official Observers of the Union Council at least 5 clear days before the corresponding Union Council Meeting.

APPENDIX I
NAMING SYSTEM

1. General

- a. The Honorary Secretary reserves the right to interpret this Appendix.
- b. Where necessary, sessions shall be denoted by an apostrophe followed by the last two numbers of the year of the Union Council Session. (Eg.: CBC'19)
- c. All documents shall follow the prescribed naming system:

UC[Session]_[Organisation]_[Date/GM/GP/Election]_[Document]_[Version/Serial No. (if any)]

Session	Organisation	Date/GM/GP/Election (of Enactment)	Document
Last two numbers of the year of the Union Council Session	[OCM/ECM][Serial No.]	yyyy.mm.dd (for Council Documents)	Refer to the abbreviation listed in Article 2
	Union	AGM[Session]	
	[Council Committees]	EGM[Serial No.]	
	[Student Bodies]	GP[Serial No.]	
	Notice (for Gazette)	[A/By]E[Session]	

Eg.: UC19_CBC_2019.10.26_Agenda_2
UC19_AS_AGM1819_Report

2. Naming of Documents

Council Documents

Agenda	Agenda of Union Council/ Committee Meetings
Minutes	Minutes of Union Council/ Committee Meetings
WP	Working Papers of Union Council/ Committee Meetings
MP	Motion Papers of Union Council Meetings
Vote[MotionNo.]	Voting records of Union Council Meetings
Attendance	Attendance Sheets of Union Council/ Committee Meetings
Corr	Correspondences
CCAddress	Council Chairperson's Address
PAddress	President's Address
Membership	Membership of Union Council/ Committees
ToR	Terms of Reference
HYR	Half-yearly Reports

AR	Annual Reports
InR	Interim Reports

Union Documents

Agenda	Agenda of General Meetings of the Union
Minutes	Minutes of General Meetings of the Union
GMWP	Working Papers of General Meetings of the Union
GMMP	Motion Papers of General Meetings of the Union
GMVote[MotionNo.]	Voting records of General Meetings of the Union
GMAtn	Attendance Sheets of General Meetings of the Union
ENom	Nomination Forms of all Elections of the Union
Notice	Notices of General Pollings and Elections of the Union
Result	Results of General Pollings and Elections of the Union
Pub	Publicity Materials of General Pollings and Elections of the Union
Report	Reports of General Pollings and Elections of the Union
Statement	Statements issued by Council Committees, Union Executives, Campus Media

Student Bodies Documents

WP	Annual Working Plan
Budget	Financial Budget
BS	Bank Statements (Attached with the Registration Form)
RegForm	Copy of the Registration Form for Sub-organizations
AR	Annual Reports
Report	General Meeting, General Polling, Election reports, and other reports
Statement	Statements

3. Naming of Organisations

Council Committees

JC	Judicial Committee
CRC	Constitution Review Committee
CAC	Current Affairs Committee
UAC	University Affairs Committee
UFC	Union Finance Committee
UEC	Union Elections Committee
CBC	Council Business Committee

The Honorary Secretary shall designate an abbreviation for all Committees ad hoc

Student Bodies

ExCo	Union Executive Committee
Undergrad	Undergrad, HKUSU
CTV	Campus TV, HKUSU
AS	Architectural Society, HKUSU

AS/ACS	Architectural Conservation Association, AS, HKUSU
AS/ASA	Architectural Students' Association, AS, HKUSU
AS/SS	Surveying Society, AS, HKUSU
AA	Arts Association, H.K.U.S.U.
AA/AS	American Society, A.A.H.K.U.S.U.
AA/CS	Chinese Society, A.A.H.K.U.S.U.
AA/ES	English Society, A.A.H.K.U.S.U.
AA/FAS	Fine Arts Society, A.A.H.K.U.S.U.
AA/FS	French Society, A.A.H.K.U.S.U.
AA/GA	German Association, A.A.H.K.U.S.U.
AA/HS	History Society, A.A.H.K.U.S.U.
AA/JS	Japanese Society, A.A.H.K.U.S.U.
AA/KS	Korean Society, A.A.H.K.U.S.U.
AA/LS	Linguistics Society, A.A.H.K.U.S.U.
AA/MS	Music Society, A.A.H.K.U.S.U.
AA/SCL	Society of Comparative Literature, A.A.H.K.U.S.U.
AA/SS	Spanish Society, A.A.H.K.U.S.U.
BEA	Business and Economics Association HKUSU
BEA/BA	Business Association BEA HKUSU
BEA/EFBS	Economics and Finance Society BEA HKUSU
BEA/ISA	Information Systems Association BEA HKUSU
DS	Dental Society, HKUSU
ES	Education Society, HKUSU
ENS	Engineering Society, HKUSU
ENS/CES	Civil Engineering Society, ENS, HKUSU
ENS/CSA	Computer Science Association, ENS, HKUSU
ENS/EEEE	Electrical and Electronic Engineering Association, ENS, HKUSU
ENS/IEA	Industrial Engineering Association, ENS, HKUSU
ENS/MES	Mechanical Engineering Society, ENS, HKUSU
LA	Law Association, HKUSU
MS	Medical Society, HKUSU

MS/NS	Nursing Society, MS, HKUSU
MS/PS	Pharmacy Society, MS, HKUSU
MS/CMS	Chinese Medicine Society, MS, HKUSU
MS/BMSS	Biomedical Sciences Society, MS, HKUSU
SS	Science Society, HKUSU
SS/BS	Biochemistry Society, SS, HKUSU
SS/BSS	Biological Sciences Society, SS, HKUSU
SS/CS	Chemistry Society, SS, HKUSU
SS/EBS	Ecology & Biodiversity Society, SS, HKUSU
SS/FNSS	Food and Nutritional Science Society, SS, HKUSU
SS/MS	Mathematics Society, SS, HKUSU
SS/SASS	Statistics and Actuarial Science Society, SS, HKUSU
SSS	Social Sciences Society, HKUSU
SSS/GGAS	Geographical, Geological & Archaeological Society, SSS, HKUSU
SSS/PPAA	Politics and Public Administration Association, SSS, HKUSU
SSS/PsySoc	Psychology Society, SSS, HKUSU
SSS/SWSAS	Social Work and Social Administration Society, SSS, HKUSU
SSS/SS	Sociology Society, SSS, HKUSU
HHSA	Hornell Hall Students' Association, HKUSU
LHTHSA	Lady Ho Tung Hall Students' Association, HKUSU
LCHHSA	Lee Chi Hung Hall Students' Association, HKUSU
LHSA	Lee Hysan Hall Students' Association, HKUSU
LSKHSA	Lee Shau Kee Hall Students' Association, HKUSU
MHSA	Morrison Hall Students' Association, HKUSU
RCLHSA	R. C. Lee Hall Students' Association, HKUSU
RHSA	Ricci Hall Students' Association, HKUSU
SKYLHSA	Simon K. Y. Lee Hall Students' Association, HKUSU
SJCSA	St. John's College Students Association, HKUSU
STHSA	Starr Hall Students' Association, HKUSU
SCSHSA	Suen Chi Sun Hall Students' Association, HKUSU
SWHSA	Swire Hall Students' Association, HKUSU

UHSA	University Hall Students' Association, HKUSU
WLHSA	Wei Lun Hall Students' Association, HKUSU
SA	Sports Association, HKUSU
SA/ARC	Archery Club, HKUSU
SA/ATH	Athletics Club, HKUSU
SA/BMT	Badminton Club, HKUSU
SA/BBall	Basketball Club, HKUSU
SA/CMA	Chinese Martial Arts Club, HKUSU
SA/DB	Dragon Boat Club, HKUSU
SA/FEN	Fencing Club, HKUSU
SA/FBall	Football Club, HKUSU
SA/HBall	Handball Club, HKUSU
SA/HOC	Hockey Club, HKUSU
SA/Judo	Judo Club, HKUSU
SA/KRT	Karate Club, HKUSU
SA/Kendo	Kendo Club, HKUSU
SA/LAX	Lacrosse Club, HKUSU
SA/NBall	Netball Club, HKUSU
SA/Row	Rowing Club, HKUSU
SA/RFB	Rugby Football Club, HKUSU
SA/SBall	Softball Club, HKUSU
SA/Climb	Sport Climbing Club, HKUSU
SA/SRC	Squash Rackets Club, HKUSU
SA/SWIM	Swimming Club, HKUSU
SA/TT	Table Tennis Club, HKUSU
SA/TKD	Taekwondo Club, HKUSU
SA/TNS	Tennis Club, HKUSU
SA/VBall	Volleyball Club, HKUSU
CA	Cultural Association, HKUSU
CA/ART	Art Club, HKUSU
CA/BC	Bridge Club, HKUSU

CA/CBC	Chess and Boardgames Club, HKUSU
CA/CO	Chinese Orchestra, HKUSU
CA/DAN	Dancing Club, HKUSU
CA/DEB	Debating Society, HKUSU
CA/DRA	Drama Society, HKUSU
CA/FS	Film Society, HKUSU
CA/MUS	Music Club, HKUSU
CA/PS	Photographic Society, HKUSU
CA/ACA	The Animation and Comics Association, HKUSU
CA/CAL	The Calligraphy Society, HKUSU
CA/MAG	The Magic Club, HKUSU
CA/UC	Union Choir, HKUSU
CA/UPO	Union Philharmonic Orchestra, HKUSU
CA/YLAA	Young Literature Awards Association, HKUSU
ICA	Independent Clubs Association, HKUSU
ICA/AIE	AIESEC, HKUSU
ICA/AST	Astronomy Club, HKUSU
ICA/BSS	Buddhist Studies Society, HKUSU
ICA/CAT	Catholic Society, HKUSU
ICA/CEA	China Education Association, HKUSU
ICA/CSS	China Study Society, HKUSU
ICA/CA	Christian Association, HKUSU
ICA/CC	Christian Choir, HKUSU
ICA/COM	Computer Society, HKUSU
ICA/GOZ	Golden Z Club, HKUSU
ICA/GW	Greenwoods, HKUSU
ICA/INV	Investment Society, HKUSU
ICA/LP	LifePlanet, HKUSU
ICA/MSA	Muslim Students' Association, HKUSU
ICA/PMC	Prime Care (HK), HKUSU
ICA/RAC	Rotaract Club, HKUSU

ICA/SSG	Social Service Group, HKUSU
ICA/AYP	The Hong Kong Award for Young People, HKUSU
ICA/RAM	The Ramblers' Club, HKUSU
ICA/WTA	Weapons and Tactics Association, HKUSU
ICA/WUS	World University Service, HKUSU

Council members

The List of Abbreviations of Council members shall be governed by the By-laws.

4. Gazette Notices

Gazetted notices shall follow the prescribed naming system:

UC[Session]_Notice_[Serial No.]

APPENDIX II
DEED OF GIFT



THE UNIVERSITY OF HONG KONG
UNIVERSITY ARCHIVES
1/F Main Library, Pokfulam Road, Hong Kong
Enquiries: (852) 2219 4191
Fax: (852) 2517 8647
Email: hkua@hkucc.hku.hk

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圖書館大樓一樓
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Deed of Gift

Accession. No:
Name of Institution/ Donor : The Hong Kong University Students' Union Address: 1/F, Union Building, The University of Hong Kong, Pokfulam, Hong Kong Telephone :2546-8455 E-mail: union@hku.hk , council@hku.hk Website : www.hkusu.net www.hkusu.org
Contact Persons : Lau Lok Yiu, Yoyo, Honorary Secretary of the Council Wan Danian Anson, Chairperson of the Council Contact data : Telephone : 2546-8455 Mobile : (redacted) E-mail : yoyo.secretariat@gmail.com , council@hku.hk
The donation has been received by the University of Hong Kong ("University Archives"), and the owner or his agent with full authority, desiring to transfer the property described by signing below, hereby share ownership of such property with the University Archives and its successors. The Hong Kong University Students' Union ("HKUSU") will jointly own the property with the University Archives, and the two parties equally share the copyrights, intellectual property rights and the right to copyright the property. The classification of the property and their retention will be decided by the HKUSU in concert with the University Archives and their transfer protocol laid out in the Archives and Records Regulations of the HKUSU Council. All property donated to the University Archives will be closed to researchers for 5 years from their date of creation and opened to the public thereafter.
Please see the attached inventory
Donor Credit Line: Donated by The Hong Kong University Students' Union
Correct Citation Line: Image, or Content, or Quote "Courtesy of the HKUSU Collections, University Archives, University of Hong Kong." Abbreviations must be agreed with the University Archives in advance.
Signatures Donor (redacted) Director, HKUA: (redacted) Yoyo Lau, Honorary Secretary Stacy Belcher Lee Donor: (redacted) Danian Wan, Council Chairperson Date : <u>12th December, 2019</u> Date : <u>12-12-2019</u>



THE UNIVERSITY OF HONG KONG
UNIVERSITY ARCHIVES

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Conditions Governing Gifts

1. The University Archives gratefully acknowledges your gift. It is understood that all gifts are outright and unconditional unless otherwise noted upon this gift agreement.
2. Gifts to the University Archives may be deductible in accordance with provisions of HKSAR tax laws.
3. The donor name on this form has not received any goods or services from the University Archives in return for this gift.
4. The staff of the University Archives is not permitted to furnish appraisals.
5. Please indicate on the form beside "DONOR'S CREDIT LINE" how you would like to be acknowledged in any news releases, exhibit labels, or other publicity regarding this donation.
6. The University Archives agrees and undertakes that all the gift items will be available for inspection by members of The Hong Kong University Students' Union Council at any time upon giving prior notice to University Archives.
7. The University Archives further agrees that this Deed of Gift will not come into effect unless and until it is signed by both the University Archivist and the donor or his or her duly appointed representative.
8. This Deed of Gift constitutes the entire understanding between HKUSU and the University Archives relating to the donation and supersedes and cancels all prior agreements and understandings.

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The following is a list of services the University Archives will provide regarding your donation.

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3. The donation will be available to researchers in the Archives after it is organized, physically stabilized, and prepared for use.
4. The University Archives will provide reference services for the donation and, if appropriate, will have the materials listed in their online databases and also in national or international bibliographic sources.
5. Should the Deed of Gift contain temporary restrictions on portions, or all, of the donation, the restrictions will be strictly enforced for that finite time period.
6. When applicable, the University Archives will alert researchers to existing copyrights relating to the donation and will include such statements in the bibliographic record and/or finding aid.
7. The University Archives will require that appropriate and complete citations be included in all information relating to the donation, such as exhibitions, publications, and media productions.
8. The University Archives will permanently maintain confidential files documenting the acquisition of the donation and its use.

APPENDIX III
DECLARATION OF RESERVED DOCUMENTS

CONFIDENTIAL
HKUSU COUNCIL



香港大學學生會評議會
THE HONG KONG UNIVERSITY STUDENTS' UNION COUNCIL

Declaration of Confidentiality

This is the property of **The Hong Kong University Students' Union**. If found, please return to UG101, Union Building, The University of Hong Kong, Pokfulam, Hong Kong.

To be opened by:
Chairperson of the Union Council, President of the Union, and

only.

Title:

File Name:

UC

Council Session

Closed Until:

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Day

Month

Year

(Inclusive)

Closed by:

Union Council

Judicial Committee

Council Chairperson

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Day

Month

Year

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