



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

Guide to Affiliation to The Hong Kong University Students' Union

(Last revised in CRC RM06, 24 Oct 2019)

This guide aims at summarising the procedures and requirements of affiliation to The Hong Kong University Students' Union. This is **not** an official document, please refer to the *Union Council Affiliation Regulation* here for the official regulation approved by the Union Council: <https://hkusucouncil.wordpress.com/union-and-union-council/>

This guide is issued by Chairperson of the Union Council with the advice of the Constitution Review Committee, HKUSU Council ("CRC"). The Committee is the principal organ of the Union concerning affiliation and makes recommendations to the Union Council on affiliation matters.

A. Eligibility

The (proposed) club/society:

- It shall be of a lawful nature
- Its constitutional purposes shall not contradict with those of the Union
 - 1. to promote the welfare of the student body,
 - 2. to act as a bridge between the student body and the University authority in furthering the interests of the students and the University as a whole,
 - 3. to identify the student body with social issues in the interests of the people of Hong Kong, and
 - 4. to represent the student body both locally and internationally.
- Its constitutional purposes shall not overlap to a large extent with any of the existing Union sub-organisations
 - Check whether there is a similar club/ society already affiliated to the Union
 - Constitutions: <https://hkusucouncil.wordpress.com/constitution/>
 - Links: <http://www.hkusu.org/en/about/>
- Any connected organisations shall in no circumstance attempt to dominate the programme, finance, routine operations and administrative decisions; and shall in no circumstance attempt to interfere with the domestic affairs of the Union
 - If there is a “mother club” or parent organisation for your intended club/ society, or any connected organisations, make sure the club/ society retains its autonomy in deciding your actions and activities. It shall not try to affect the affairs of the Union.
- Its full membership shall only be opened to Full Members of the Union
 - Full Members of the Union includes all undergraduate students of the University of Hong Kong and all postgraduate students who have submitted the Union Subscription Fee. You may establish other types of memberships, but they shall not vote in your General Meetings/ Elections/ Pollings.
- It shall be able to secure a sound financial position
- It shall have at least 40 full members and at least 2 executive committee members
- It shall have a sustainable plan of operation

B. What do you need?

- At least 40 full members and at least 2 executive committee members
 - For proposed societies, “full members” means the same as defined in your proposed constitution. For established societies, “full members” means the same as defined in your constitution.
- A (proposed) constitution
 - You may take references to constitutions of similar clubs , accessed through here: <https://hkusucouncil.wordpress.com/constitution/>
- A membership list
 - Including full names, University numbers, corresponding contact numbers, email addresses of its members and the type of membership.
- A list of executive committee members
 - Including full names, University numbers, corresponding contact numbers, email addresses
- Year plans, budgets and annual reports (or equivalent) of the past two sessions (if any)
- A year plan and budget of the current session
- Documents concerning relationship with connected organisations (if any)

C. Procedures

1. Identify the type of sub-organisation of your club/ society.

For proposed Academic Societies, identify which Faculty Society you wish to be affiliated to as well.

Faculty Societies are the student organisation in the Faculty whose full members include all the undergraduates in the Faculty. Faculty Society serves as the official representative body of the students in the Faculty.

Hall Students' Associations are the student organisations whose full members include all Full Members of the Union in the respective Hall/College as recognised by the Union Council. Hall Students' Association, once recognised by the Union Council, is the official representative body of the student members in the Hall/College.

Academic Societies:

1. Departmental Societies
 - a. there is a recognised Teaching Department and School Societies shall be construed accordingly;
2. Curricular Societies
 - a. The curriculum shall have an independent JUPAS code;
 - b. The curriculum shall either be jointly offered inter-faculty or inter-department or directly offered by faculty;
 - c. The curriculum shall not be the only curriculum in the faculty.
3. Major(s)/Minor(s) Societies
 - a. The course of duty shall be eligible to be declared as a major or minor stream of study in the Faculty of the University;
 - b. There shall only be one recognised Major(s) Or Minor(s) Society representing the students taking a course and no other student organisation(s) assigned to the same course shall be accepted.
4. Academic Societies are directly affiliated to a Faculty Society. At least half of the members of the proposed Academic Society shall be full members of the respective Faculty Society.

Sports Clubs are sub-organisations of the Union the functions of which are to promote the interests and improve the skills of students in sports.

Cultural Clubs are sub-organisations of the Union the functions of which are to promote the cultural activities, to improve the skills of students in cultural activities and to raise the standard of cultural activities among students.

Independent Clubs are sub-organisations of the Union other than Faculty Societies, Hall Associations, Sports Clubs, Cultural Clubs and Academic Societies. The functions of the Independent Clubs are to promote the interests and deepen the understanding of students in the related field.

Application

2. Email your (proposed) **constitution** to the Chairperson of the Union Council at council@connect.hku.hk.

You may also include all the documents above if you already prepared them.
If you have not, you may submit them at a later stage.

3. The Constitution Review Committee will review your constitution and refer it to the **relevant council** for review.

Relevant Council:
Faculty Societies and Hall Students' Associations – Constitution Review Committee
Academic Societies – The respective Faculty Society Council
Sports Clubs – Sports Council, HKUSU
Cultural Clubs – Cultural Council, HKUSU
Independent Clubs – ICA Council, HKUSU

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Review

4. The relevant council will review your application. You should submit the documents in Section B above to the **relevant council** at this stage if you have not already submitted them. You may be invited to appear before a committee to answer questions if necessary.
5. The relevant council must submit a report and recommendation to the Constitution Review Committee within 6 months (the period is discretionary of the Committee).

Committee

6. The Constitution Review Committee will consider the application with the recommendation. You will be invited to appear before the Committee to answer questions if necessary.

If the Constitution Review Committee rejects your application, the process ends here, you may apply again in the next session of the Union Council (i.e.: after February of each year)

Ratification

7. If the Constitution Review Committee approves your application, a General Meeting of your society/ club shall be held within 8 weeks.

1. The **relevant council** will assist you in convening the General Meeting. Usually, a member of the council/ the chairperson will be assigned to assist you in meeting the requirements.
2. The following agenda shall be discussed:
 - a. **To receive and adopt the amended constitution of the proposed Union sub-organisation;**
 - i. The constitution should be the same as approved by the Constitution Review Committee.
 - ii. The name of your club/ society should include "HKUSU", this signifies that your members approve the affiliation to the Union. For Academic Societies, the name should also include the initials of the Faculty Society of which you are affiliated to. (Eg.: American Society, AA, HKUSU)
 - iii. If the amendment fails to pass, the process ends here.
 - b. **To elect the executive committee members (if applicable);**
 - i. If there are already executive committee members, the members are ratified by the General Meeting to provide legitimacy.
 - c. **To receive and adopt the Year Plan and Financial Budget;**
 - i. It should be the same version as submitted with minor amendments only.
 - d. **To authorise the Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the proposed Union sub-organisation (if applicable);** and
 - e. **Any Other Business**

For **Academic Societies**, you should notify the Chairperson of the Faculty Society Council after the General Meeting is successfully held.

- a. Your application will then proceed to the council/ General Meeting/ General Polling of the Faculty Society (as required by their constitution) for approval. After the approval, the Chairperson of the Faculty Society council shall notify the Chairperson of the Constitution Review Committee.

For **other clubs/ societies**, you should notify the Chairperson of the Constitution Review Committee after the General Meeting is successfully held.

The Chairperson of the Constitution Review Committee will then refer your application to the Union Council.

Affiliation

8. You should appear before the Union Council and answer any questions (if any).

A motion will then be moved in the Union Council that:

“[Name of proposed sub-organisation] be (directly/indirectly) affiliated to The Hong Kong University Students’ Union [through SA/CA/ICA/Faculty Society (where applicable)]. It shall have partial affiliation status.”

9. If the motion is passed, your club/ society is successfully affiliated (and established) and will have partial affiliation status in the Union. The status will remain for 2 Sessions before an application for full affiliation will be possible.

If the motion is not passed, the process ends here, you may apply again in the next session of the Union Council (i.e.: after February of each year)

D. Others

1. If you have any enquiries, you should contact the Chairperson of the Union Council at council@connect.hku.hk
2. For applications for full affiliation status from partial affiliations status, you should apply to the Council Chairperson with the same documents as Section B and follow procedures C(4), (5), (6), and (8).

Prepared by,

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Chairperson

The Hong Kong University Students’ Union Council

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