



香港大學學生會

The Hong Kong University Students' Union

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**THE INTERNAL REGULATION  
OF  
THE HONG KONG UNIVERSITY STUDENTS' UNION**

*Chinese Version last revised in CM2 2019 and made effective on 25 March 2019*

香港大學學生會  
內務守則

中文版修訂於二零一九年度第二次常務會議，更新於 2019 年 3 月 25 日

本守則之中英文版如有任何歧義，一概以中文版為準。

*The Chinese version shall prevail if there is any discrepancy of meaning between the Chinese and English versions of this Internal Regulation.*

## 中文版

### 甲部

#### 1、定義

- 1.1 「學生會」即香港大學學生會
- 1.2 「財務守則」即香港大學學生會財務守則
- 1.3 「辦事處」即香港大學學生會辦事處
- 1.4 「辦事處職員」即香港大學學生會辦事處職員
- 1.5 「幹事會」即香港大學學生會中央幹事會
- 1.6 「幹事」即香港大學學生會幹事
- 1.7 「常務秘書」即香港大學學生會常務秘書
- 1.8 「行政秘書」即香港大學學生會行政秘書
- 1.9 「財務秘書」即香港大學學生會財務秘書
- 1.10 「評議會」即香港大學學生會評議會
- 1.11 「財委會」即香港大學學生會評議會財務委員會
- 1.12 「仲裁委員會」即香港大學學生會評議會仲裁委員會
- 1.13 「屬會」即香港大學學生會所有直接或間接附屬之組織（修改於 CM5 2016）
- 1.14 「學生會組織」即香港大學學生會憲章所承認的組織（修改於 CM2 2019）
- 1.15 「會員」即香港大學學生會所有會員
- 1.16 「外間團體」即非香港大學學生會內的團體（附加於 CM10 2015）
- 1.17 「代理人」即除城市售票網外，任何以學生會或學生會組織之名義，透過為學生會組織謀求廣告、捐獻、贊助或代為售票等而從中獲利的外間人士或外間團體（修改於 CM2 2019）
- 1.18 「商業攤位」即任何涉及慈善團體外的外間團體參與之宣傳攤位（附加於 ECM12 2014）
- 1.19 「籌款活動」即任何根據香港大學學生會財務守則舉辦的籌款活動（附加於 ECM12 2016）

## 2、一般守則

- 2.1 學生會組織如欲使用學生會設施，可於八星期前登入網上資源系統（[booking.hkusu.org](http://booking.hkusu.org)）預訂（中山廣場除外）或到學生會辦事處辦理預訂。預訂手續須於最少三日前辦妥。（修改於 *CM2 2019*）
- 2.2 學生會辦事處開放時間如下：
- |            |                  |
|------------|------------------|
| 每年九月至翌年四月  |                  |
| 星期一至五      | 早上九時三十分至下午五時四十五分 |
| 星期六、日及大學假期 | 休息               |
| 每年五月至八月    |                  |
| 星期一至五      | 早上九時三十分至下午五時十五分  |
| 星期六、日及大學假期 | 休息               |
- 2.3 學生會組織如需於辦事處休息日使用學生會設施，應由使用設施日期前的辦事處工作天開始預訂至使用設施日期。（修改於 *CM2 2019*）
- 2.4 除房間及中山廣場外，其他設施的訂用時間為一星期（由星期一上午九時起至星期日下午九時止，售貨攤位及售票攤位則為每日由上午十時至下午五時）。（修改於 *CM10 2015*）
- 2.5 學生會接受預訂之設施
1. 遊戲室
  2. 雜項資源
  3. 多用途室
  4. 宣傳板位
  5. 餐廳飯桌宣傳擺設
  6. 宣傳攤位
  7. 中山廣場
- 2.6 學生會組織須負責妥善保管借用的資源，並必須於使用後立即歸還；如有損壞或遺失，學生會組織須作出賠償。（詳見第十四章）（修改於 *CM2 2019*）
- 2.7 未經許可，不得使用以上各項設施。
- 2.8 學生會組織不得以其名義訂用設施作私人用途。（修改於 *CM2 2019*）
- 2.9 學生會組織不得為其他學生會組織預訂設施，而已獲批准借用的設施之使用權不得私下轉讓予其他學生會組織。學生會組織若於預訂設施之後決定放棄使用權，須最少三日前登入網上資源系統取消該項申請。除房間及中山廣場外，假若學生會組織於該星期二前仍未使用已訂用的設施，而沒有取消申請，將被視為放棄使用權及違反「內務守則」論。（修改於 *CM2 2019*）
- 2.10 常務秘書及行政秘書可依其理解執行此守則所訂之細則。學生會組織對處理如有不滿之處，可向幹事會投訴。（修改於 *CM2 2019*）

### 3、房間

- 3.1 學生會可供預訂之房間：（修改於 ECM12 2016）
- |         |      |              |
|---------|------|--------------|
| 學生會大樓   | 多用途室 | UG106, UG205 |
|         | 鏡房   | UG208        |
| 莊月明文娛中心 | 多用途室 | CYM202       |
|         | 遊戲室  | CYM105       |
| 方樹泉文娛中心 | 多用途室 | FSC1A07      |
- 3.2 學生會組織可佈置房間，但必須於活動完畢後將佈置即時清除。  
（修改於 CM2 2019）
- 3.3 學生會組織必須保持房間清潔及整齊。（修改於 CM2 2019）
- 3.4 活動完畢後，學生會組織必須關燈及關掉空氣調節系統。（修改於 CM2 2019）
- 3.5 學生會組織於同一時間內，最多可使用一間房間。（修改於 CM2 2019）
- 3.6 學生會組織每星期最多可使用房間三次，總時間不得超過十二小時。周年大會及諮詢大會則不得超過四十八小時。如學生會組織因舉辦會員大會或諮詢大會需於一周內使用房間超過十二小時，可於使用前十星期內以書面形式向行政秘書申請，由其代為預訂。（修改於 CM2 2019）
- 3.7 所有房間內嚴禁吸煙及生火。
- 3.8 學生會組織使用房間，必須於辦公時間內到辦事處提取房間鑰匙或匙卡，並留下學生證作抵押或繳納按金。於活動完畢後，必須負責鎖門並立即將鑰匙或匙卡交還辦事處。（修改於 CM2 2019）
- 3.9 會員如欲使用房間，可於六星期前以書面形式向行政秘書申請。  
（修改於 CM10 2015）
- 3.10 如有其他情況，請以書面形式向行政秘書提出申請。

### 4、中山廣場

- 4.1 學生會組織如欲使用中山廣場，須向辦事處索取申請表格，填妥後交至辦事處，由學生會代為向香港大學物業處申請。（修改於 CM2 2019）
- 4.2 使用時間只限下午十二時三十分至二時。
- 4.3 除行政秘書批准外，學生會組織每星期最多可使用中山廣場一次。  
（修改於 CM2 2019）
- 4.4 活動形式只限於論壇、演講、辯論比賽或其他低噪音之活動。
- 4.5 音響系統只限於下午十二時四十五分至二時使用，並請小心控制音量，以免騷擾圖書館、鈕魯詩樓或附近之人士。
- 4.6 學生會組織必須負責參加者的紀律，維持活動安全及地方整潔。  
（修改於 CM2 2019）
- 4.7 學生會組織必須確保行人通道暢通無阻。（修改於 CM2 2019）
- 4.8 廣場上不准燒烤及生火。
- 4.9 幹事會保留取消已獲批准的申請之權利。若任何學生會組織之活動對周圍人士造成威脅，行政秘書會視乎情況，決定是否即時終止其使用廣場之權利。  
（修改於 CM2 2019）

## 5、宣傳攤位

### 5.1 宣傳攤位（修改於 *CM10 2015*）

CPDLG01 - 02	百周年校園 LG 層
JL01	厲樹雄科學樓對出
UBS03	舊大學書店對出
Union Foyer A - C	學生會大樓地下
US01 - 03	大學街上層

### 5.2 攤位的面積不得超過：（修改於 *CM10 2015*）

CPDLG01 - 02	4 米長，2.5 米深
JL01	6 米長，4 米深
UBS03	2 米長，1.5 米深
Union Foyer A - C	6 米長，3 米深
US01 - 03	5.5 米長，1.3 米深

5.3 學生會組織在同一星期內，最多可訂用一個攤位。（修改於 *CM2 2019*）

5.4 除財務秘書及行政秘書已批准的籌款活動外，攤位內所有展品及貨品必須與該會性質相同。（修改於 *CM10 2015*）

5.5 屬會擺設商業攤位的守則請參閱「內務守則」乙部。（修改於 *ECM12 2016*）

5.6 如學生會組織因活動需使用多於一個宣傳攤位位置（只適用於 Union Foyer A - C），可於使用前十星期內以書面形式向行政秘書申請，由其代為預訂。  
（修改於 *CM2 2019*）

## 6、餐廳飯桌宣傳擺設

### 6.1 位置

學生會餐廳（共六十個）	黃克競平台
莊月明餐廳（共六十個）	莊月明文化中心四樓
方樹泉餐廳（共六十個）	方樹泉文娛中心二 A 樓

6.2 同一時間內，學生會可接受每餐廳四個學生會組織的申請。（修改於 *CM2 2019*）

6.3 學生會組織於每餐廳最多可放置十五個擺設。（修改於 *CM2 2019*）

6.4 學生會組織於同一星期內，最多可訂用一餐廳的宣傳位置。（修改於 *CM2 2019*）

6.5 學生會組織須於星期日晚上九時前自行清除其擺設，否則將被視為違反「內務守則」。（修改於 *CM2 2019*）

6.6 擺設的長，闊，高分別不得超過 150 x 150 x 210 立方毫米。

6.7 學生會組織須於一星期前繳交樣本至辦事處予行政秘書批核。（修改於 *CM2 2019*）

6.8 嚴禁使用雙面膠紙將擺設黏貼於飯桌上。擺設不可有金屬利邊或危害他人之部分。

6.9 擺設內容請參閱民主牆守則 9.3。

6.10 如違反民主牆守則 9.3 中任何一項，幹事會將保留一切追究權利。

## 7、宣傳板位（包括海報張貼守則）

### 7.1 學生會可供學生會組織訂用之宣傳板位（修改於 CM2 2019）

校園東部	宣傳板類別	位置
	K01 - 24	梁銶琚樓地下
	MW01 - 16	明華綜合大樓（低層地下、地下、一樓）
校園中部	宣傳板類別	位置
	L01 - 23	圖書館擴建部分（地下、低層地下）
	M01 - 16	鈕魯詩樓（地下、高層地下）、梁銶琚橋、東閘電梯大堂
	R01 - 20	邵逸夫平臺
校園西部	宣傳板類別	位置
	C01 - 14	百周年校園
	CYC01 - 10	周亦卿樓（地下）
	H01 - 26	黃克競樓電梯大堂（地下、四樓、五樓）
	U01 - 16	學生會餐廳附近

7.2 學生會組織於同一星期內，最多於每個區域內訂用各兩個板位。

（修改於 CM2 2019）

7.3 學生會組織於使用宣傳板位之前，必須將宣傳板位上逾期的張貼品清除。

（修改於 CM2 2019）

7.4 學生會組織張貼之海報，不可超越宣傳板位的範圍。（修改於 CM2 2019）

7.5 除已訂用之宣傳板位外，校內其他公眾地方一律嚴禁張貼海報。學生會組織只可以於活動當天於宣傳板位以外的公眾地方張貼尺寸不大於 A4 的告示，並須於活動完結後立刻清除。（修改於 CM2 2019）

7.6 學生會組織於宣傳板位上只可使用大頭釘或釘書釘張貼海報，其他用具如漿糊、膠水和膠紙一律禁止使用。（修改於 CM2 2019）

7.7 學生會組織不得為外間團體張貼海報；學生會保留追究有關學生會組織之權利。

（詳情請參閱「內務守則」乙部）（修改於 CM2 2019）

7.8 學生會組織如違反上述 7.4 及 7.5，學生會有權收取每項港幣五十元之罰款。

（修改於 CM2 2019）

7.9 學生會組織如欲於本部大樓內張貼海報，請向香港大學學生會文學院學生會提出申請。（修改於 CM2 2019）

## 8、宣傳物品（包括擺放及分發守則）（修改於 CM10 2015）

8.1 未經行政秘書批准，學生會組織及會員不得於大學範圍內擅自擺放或分發與外間團體合作之宣傳物品。（詳情請參閱乙部第三章）（修改於 CM2 2019）

8.2 以學生會組織名義擺放或分發之宣傳物品必須印上其完整名稱。學生會組織完整名稱之定義，請參閱丙部第三章。（修改於 CM2 2019）

8.3 宣傳物品內容請參閱民主牆守則 9.3。（修改於 CM10 2015）

8.4 如違反民主牆守則 9.3 中任何一項，幹事會將保留一切追究權利。

## 9、民主牆

- 9.1 張貼者應對其張貼品之負上責任。（修改於 CM10 2015）
- 9.2 任何人士均可使用民主牆。
- 9.3 張貼品上不得有以下內容：（修改於 CM10 2015）
  - i、 人身攻擊；
  - ii、 揭露個人私生活；
  - iii、 與事實不符或誹謗；
  - iv、 淫穢字眼。
- 9.4 張貼者須於張貼品上註明張貼日期。每項張貼品之張貼期限為七天，行政秘書可延長期限。（修改於 CM10 2015）
- 9.5 不可遮蓋未過期之張貼品。（修改於 CM10 2015）
- 9.6 不可張貼商業廣告。（修改於 CM5 2016）
- 9.7 除行政秘書批准外，學生會組織不可於民主牆上張貼其活動廣告，惟其出版刊物除外。（修改於 CM2 2019）
- 9.8 幹事會有權清除任何違規張貼品而不作保存及事前通知。（修改於 CM10 2015）
- 9.9 常務秘書及行政秘書擁有民主牆之管理權。
- 9.10 任何人士如對民主牆上的張貼品有任何不滿，可向仲裁委員會主席投訴。仲裁委員會主席可授權行政秘書暫時移除有關張貼品，直至仲裁結束。  
（修改於 CM10 2015）

## 10、大量電子郵件傳送服務

- 10.1 學生會組織可透過學生會使用由香港大學資訊科技服務提供的大量電子郵件傳送服務。（修改於 CM2 2019）
- 10.2 學生會組織必須以香港大學資訊科技服務給予學生會組織的電子郵件地址作登記，方可使用大量電子郵件傳送服務。（修改於 CM2 2019）
- 10.3 會員、大學各委員會的學生代表，以及由香港大學學生成立及管理但非學生會組織亦可使用此服務，次數限每學期一次，並須經行政秘書批准。  
（修改於 CM2 2019）
- 10.4 除行政秘書批准外，學生會組織不得使用大量電子郵件傳送服務協助外間團體宣傳。假若學生會組織所宣傳的活動獲外間團體贊助，學生會組織可於宣傳活動的電子郵件末端提及贊助者的名字以示鳴謝。（修改於 CM2 2019）
- 10.5 電子郵件的資料必須發送至「bulkmail@hkusu.org」，內容必須包括學生會組織名稱、聯絡人的英文姓名、聯絡電話、電郵地址及電郵的題目和內文。學生會組織可於每封電子郵件附圖一幅，檔案大小須在 200kB 以下。（修改於 CM2 2019）
- 10.6 學生會組織於一週內只可發放電子郵件一次。（修改於 CM2 2019）
- 10.7 行政秘書擁有電子郵件發放的審核和否決權。
- 10.8 電子郵件不得有以下各類內容：
  - i、 人身攻擊；
  - ii、 揭露個人私生活；
  - iii、 與事實不符或誹謗；
  - iv、 淫穢字眼。
- 10.9 如遇有可能違反上述 10.8 中各項，或行政秘書認為不恰當的電子郵件，幹事或辦事處職員將通知有關組織，並解釋不發放之原因。

## 11、借用物資

- 11.1 學生會組織及會員均可借用學生會物資，但必須於登記後方可借用，並須留下學生證作抵押或繳納按金。（修改於 CM2 2019）
- 11.2 所有物資，必須於辦公時間內借出及交還。
- 11.3 如學生會組織未能在辦公時間取用已預訂的資源，學生會有權拒絕在辦公時間外借出該等資源。（修改於 CM2 2019）
- 11.4 學生會有權就每項於辦公時間外取用的資源收取最高港幣五十元罰款。（附加於 ECM12 2016）

## 12、大型活動特別安排

各屬會的大型活動可依照以下守則由行政秘書作出特別安排：

- 12.1 大型活動指需要以大量額外設施舉辦之活動。（附加於 CM10 2015）
- 12.2 會員大會、評議會會議及諮詢大會不作大型活動計算。（修改於 CM5 2016）
- 12.3 屬會須於十二星期前以書面形式向行政秘書申請，並遞交計劃書及所需設施列表。如遇上超過一個屬會申請，行政秘書須作出協調，假若未能作出適當協調，會以抽籤決定屬會使用設施的優先次序。（修改於 ECM12 2016）
- 12.4 經獲批准特別安排的屬會，借用設施時亦必須遵守以上提及有關各項設施的使用規定。
- 12.5 各屬會每年只可享有一次申請大型活動特別安排的機會，日期由每年的一月一日至十二月三十一日計算。（修改於 CM10 2015）
- 12.6 大型活動安排的申請不能更改或取消，除行政秘書基於特別原因批准外，取消申請亦作已使用了該年的申請權論。
- 12.7 如屬會打算放棄經大型活動安排的有關設施，須於兩星期前到辦事處辦理取消訂用有關設施的手續，否則將被視為違反「內務守則」。
- 12.8 如屬會把特別安排的設施轉讓給其他學生會組織，會作嚴重違反「內務守則」處理。（修改於 CM2 2019）

## 13、舉辦活動

- 13.1 學生會組織有權舉辦任何類型之活動，供會員參與，惟必須遵照以下守則：  
（修改於 CM2 2019）
  - i、 不得強制會員報名及繳交費用。
  - ii、 任何會員如於活動開始前選擇退出，學生會組織必須退回參加活動之全部費用（除非於報名時已聲明不作退款），否則作嚴重違反「內務守則」論。  
（修改於 CM2 2019）
  - iii、 如該項活動乃與外間團體合作舉辦，必須遵照「內務守則」乙部所列出之條文。
- 13.2 學生會組織活動不能有代理人參與。（修改於 CM2 2019）



## 14、違反「內務守則」之處分

任何學生會組織或會員如違反此「內務守則」，幹事會可考慮其嚴重性執行下列之行動：（修改於 *CM2 2019*）

- 14.1 書面警告；
- 14.2 於行政秘書或其他幹事的監督下，清理學生會管轄之宣傳板位；
- 14.3 繳納每次最高港幣一千元之罰款；
- 14.4 以大量電子郵件公開解釋；
- 14.5 禁止使用學生會及校方之一切設施，時間最高可至三個月，執行日期由幹事會決定；
- 14.6 即時取消已經批准的訂用申請或收回已借出的設施；
- 14.7 參考體育聯會評議會、文化聯會評議會、學社聯會評議會或有關之院會評議會之建議作出懲戒；（附加於 *CM10 2015*）
- 14.8 執行其他幹事會認為合適之罰則；
- 14.9 建議評議會作出懲戒。

## 15、損壞、遺失或遲還所借用之學生會物資

- 15.1 損壞
  - i、 賠償修理事物的費用或照原價賠償。
  - ii、 如物資損壞程度已不能作任何維修，須按照原價賠償或購回同樣物資。
- 15.2 遺失
  - i、 按照失物的原價賠償或購回同樣物資。
  - ii、 禁止使用學生會一切設施，時間最高可至三個月，執行日期由行政秘書決定。
- 15.3 遲還
  - i、 繳納罰款（每項物資港幣五十元一天）。
  - ii、 如遲還超過一星期，除遲還的罰款外，亦須按照該物資的原價賠償，及暫停使用學生會一切設施，直至繳納全數罰款及歸還有關物資。
- 15.4 最終處理方法由行政秘書決定。

## 16、守則修訂

- 16.1 本內務守則須於評議會會議以三分之二大多數作出修改。（修改於 *CM10 2015*）
- 16.2 本內務守則內各項條文如有修改，行政秘書須以書面形式公布。
- 16.3 本內務守則之最終解釋權屬評議會所有。

## 乙部、附錄

1、以下條文是根據評議會限制所有屬會與外間團體合作時的原則而制定的。

### 2、屬會與外間團體合作時的守則

- 2.1 屬會不得為外間團體訂用設施，或將已獲批准借用的設施之使用權轉讓予外間團體。如經查出，學生會有權依甲部第十四章處分違反守則的屬會。  
(修改於 ECM12 2016)
- 2.2 外間人士或外間團體如欲訂用學生會設施，必須於四星期前以書面形式向行政秘書提出申請，獲批准後，方可使用。(修改於 ECM12 2016)
- 2.3 外間人士或外間團體欲於學生會管轄範圍內作推廣宣傳，必須於四星期前以書面形式向行政秘書提出申請，獲批准後，方可進行該等活動。  
(修改於 ECM12 2016)
- 2.4 學生會有權即時終止外間人士或外間團體於學生會管轄範圍內一切未經批准的推廣宣傳活動，或禁止有關人士或團體使用學生會設施。(附加於 ECM12 2016)
- 2.5 屬會及外間團體必須負責外間團體的工作人員之紀律。(修改於 ECM12 2016)
- 2.6 屬會及外間團體不得擅自分發及張貼未經行政秘書批准的宣傳物品或海報。  
(修改於 ECM12 2016)
- 2.7 外間團體的工作人員不能多於四人。
- 2.8 外間團體工作人員須知：
  - i、 必須保持場地清潔。
  - ii、 必須小心使用設施。如有遺失或損壞，所屬團體必須作出賠償。
  - iii、 嚴禁於場地內吸煙及言語不雅。
  - iv、 工作人員之活動範圍只限於所批准的場地之內。
  - v、 工作人員不得騷擾同學，如接獲同學投訴，學生會有權即時停止其活動。
  - vi、 已獲批准作推廣宣傳之外間團體不得為其他學生會組織或外間團體作出任何宣傳活動。(修改於 CM2 2019)
  - vii、 嚴禁先收錢後交貨，或售賣冒牌貨品，同學如發現受騙，學生會有權立即停止其活動，並依循法律途徑起訴其行騙。
- 2.9 遇有特別的情況，行政秘書有權作出適當的安排。
- 2.10 如有任何特殊申請及投訴，請提供詳細資料並以書面形式通知行政秘書。  
(修改於 CM2 2019)
- 2.11 幹事會保留取消已獲批准的申請之權利。
- 2.12 幹事會保留對外間團體使用設施的最終決定權。

### 3、屬會為外間團體作鳴謝或宣傳的守則

3.1 除以下的幾種方法外，屬會不得用其他途徑為外間團體作鳴謝或宣傳（如展覽、書展等）：

#### 3.1.1 影片播放（修改於 CM10 2015）

- i、屬會只可以為外間贊助團體作鳴謝（包括播放公司標誌），不得為其團體播放商業廣告。
- ii、播放鳴謝時間不得超過每段影片的十分之一（最高限額為三十秒）。（修改於 CM10 2015）

#### 3.1.2 屬會製作的宣傳物品（修改於 ECM12 2016）

- i、非屬會製作的宣傳物品，皆視作 3.1.5 的外間團體宣傳物品處理。（附加於 ECM12 2016）
- ii、屬會可以在宣傳物品上為外間贊助團體刊登其公司標誌，但不得為其刊登商業廣告。（修改於 ECM12 2016）
- iii、宣傳物品上用作顯示公司標誌的位置所佔面積，不得超過整份宣傳物品的六分之一。（修改於 ECM12 2016）

#### 3.1.3 屬會出版的刊物（修改於 ECM12 2016）

- i、非屬會出版的刊物，皆視作 3.1.5 的外間團體宣傳物品處理。（附加於 ECM12 2016）
- ii、屬會只可以於其出版刊物內（包括封面內頁及封底內頁）刊登外間團體標誌、商業廣告及鳴謝。（修改於 ECM12 2016）
- iii、外間團體宣傳物品不得附於刊物內。（附加於 ECM12 2016）
- iv、除已獲批准舉辦的籌款活動外，外間團體標誌、商業廣告及鳴謝合共不得佔全本刊物的六分之一或以上。（修改於 ECM12 2016）

#### 3.1.4 商業攤位

- i、屬會如欲擺設商業攤位，必須於八星期前以書面形式向行政秘書提出申請，並附上詳細計劃書及財政預算，待行政秘書簽署批准後方可舉行。（附加於 ECM12 2016）
- ii、除已獲批准舉辦的籌款活動外，商業攤位的展品及貨品，必須符合有關屬會的目的及性質。（附加於 ECM12 2016）
- iii、除行政秘書批准外，商業攤位內不得有外間團體工作人員。

#### 3.1.5 外間團體宣傳物品（附加於 ECM12 2016）

- i、未經行政秘書批准，屬會不得於校內及校外擺放或公開分發外間團體宣傳物品、張貼外間團體宣傳單張、海報及掛放外間團體橫額。
- ii、如有需要，屬會可將外間團體宣傳物品置於會員無法直接看見該物品的容器內。
- iii、屬會不得將外間團體宣傳物品附於任何刊物內。

### 4、守則修訂

4.1 由於以上條文影響所有屬會由外間團體所得的資助，而有關的原則應由評議會制定，故本附錄須於評議會會議以三分之二大多數修改。（修改於 CM10 2015）

4.2 本附錄內各項條文如有修改，行政秘書須以書面形式公布。

4.3 本附錄之解釋權屬幹事會所有。

## 丙部、有關屬會名稱之使用

### 1、總論

- 1.1 於二零零六年度第十一次評議會會議上，評議會建議行政秘書，對屬會就其名稱之使用之上作出討論，並建議行政秘書就此對「內務守則」作出修改，以作出清楚指引。
- 1.2 以下為有關條文。

### 2、適用性

- 2.1 於以下場合 3.1 適用於屬會或屬會屬下之團體：
  - 2.1.1 正式文件之上；
  - 2.1.2 屬會舉辦或參與之活動（修改於 *ECM12 2016*）；
  - 2.1.3 香港大學內外之公共地方派發、展示、或公開之一切帶宣傳性之物品；
  - 2.1.4 香港大學學生會評議會、院會評議會、體育聯會評議會、文化聯會評議會或學社聯會評議會以外發表之所有正式及公開之演說（修改於 *CM10 2015*）；
  - 2.1.5 大量電子郵件，不論是否經學生會發放；
  - 2.1.6 屬會之網頁及任何網上宣傳（修改於 *CM2 2019*）；
  - 2.1.7 其他行政秘書認為合適之場合。
- 2.2 以上以外之情況只適用 3.2。

### 3、守則

- 3.1 除得到行政秘書事先批准，於 2.1 列出之場合中，屬會須先根據以下規定明顯地展示或宣告其名稱最少一次：
  - 3.1.1 屬會必須於其名稱上冠以「香港大學學生會」於屬會名稱前方，英文為前方或後方加上“The Hong Kong University Students’ Union”或於後方加上大寫“HKUSU” / “H.K.U.S.U.”之名義。
  - 3.1.2 附屬於院會以下之學術會必須同時冠以其院會之名稱；有關院會名稱之使用請參閱該會憲章或有關文件。院會有責任就該等檔案向行政秘書提供正確之解釋。
  - 3.1.3 經體育聯會、文化聯會或學社聯會附屬於香港大學學生會之屬會，其名稱不得加上體育聯會、文化聯會或學社聯會。
  - 3.1.4 印刷品或影像宣傳物品上之屬會名稱須符合以下條件：
    - 3.1.4.1 憲章上的屬會全名的面積最少為整件物品或畫面大小的三十分之一；  
(修改於 ECM12 2016)
    - 3.1.4.2 屬會名稱本身和其附屬組織名稱之字體大小比例為最少三比二；
    - 3.1.4.3 如該物品是用於屬會與其他大學或大專團體（不論是否為學生團體）舉辦的活動，憲章上的屬會全名不須符合 3.1.4.1，但仍須符合 3.1.4.2，且其大小格式均應和其他大學或大專團體名稱相同，字體亦必須至少為所有團體之中最大者的一半。（修改於 ECM12 2016）
    - 3.1.4.4 如該物品是用於屬會與外間團體（3.1.4.3 的情況除外）共同主辦的活動，憲章上的屬會全名須符合 3.1.4.1 及 3.1.4.2，且其字體不得小於所有外間團體名稱之中最大者。（附加於 ECM12 2016）
    - 3.1.4.5 如該物品是用於屬會協辦的外間團體（3.1.4.3 的情況除外）活動，憲章上的屬會全名須符合 3.1.4.1 及 3.1.4.2，且其字體不得小於所有外間團體名稱之中最大者的一半。（附加於 ECM12 2016）
  - 3.1.5 行政秘書保留追究屬會不清楚使用其名稱或誤用名稱混淆視聽之權力。
- 3.2 除 2.1 以外之情況下，屬會可以按照需要，使用憲章之上的屬會全名，並保留或減去 3.1.1 及 3.1.2 所列，而得出的名稱。惟該名稱不可加上非香港大學學生會或非其院會之組織（如有）。（修改於 CM10 2015）
  - 3.2.1 如屬會須使用其他名義，須於每一場合使用之前或同時，明顯地展示或宣告該名義為其屬會名稱之代表、簡稱或別名，並在首次使用該名義前，向行政秘書作出一次性備案。行政秘書有權收回任何屬會使用此等名義之權利。（修改於 CM5 2016）
  - 3.2.2 於符合 2.1 及 3.1 之前提下，如屬會於同一場合之上展示其名稱多於一次，亦必須符合 3.2 及 3.2.1 之規定。
- 3.3 如有例外情況，必須先以書面形式向行政秘書提出申請，否則作嚴重違反「內務守則」論。
- 3.4 違反以上守則之罰則見第四章。

#### 4、罰則

- 4.1 幹事會可以按照違規之情況，向有關屬會執行下列之行動：
  - 4.1.1 書面警告；
  - 4.1.2 於行政秘書或其他幹事的監督下，清理學生會管轄之宣傳板位；
  - 4.1.3 繳納每次最高港幣一千元之罰款；
  - 4.1.4 以大量電子郵件公開解釋；
  - 4.1.5 禁止使用學生會及校方之一切設施，時間最高可至三個月，執行日期由行政秘書決定；
  - 4.1.6 即時取消已經批准的訂用申請或收回已借出的設施；
  - 4.1.7 參考體育聯會評議會、文化聯會評議會、學社聯會評議會或有關之院會評議會之建議作出懲戒。（附加於 *CM10 2015*）
  - 4.1.8 執行其他行政秘書認為合適之罰則；
  - 4.1.9 建議評議會作出懲戒。

#### 5、修改及解釋

- 5.1 本部分條文須於評議會會議以三分之二大多數修改。（修改於 *CM10 2015*）
- 5.2 本部分內各項條文如有修改，行政秘書須以書面形式公布。
- 5.3 本部分條文之解釋權屬行政秘書所有。

#### 6、附則

- 6.1 本部分於二零零七年七月三十日正式生效。
- 6.2 行政秘書須保留一分根據 3.2.1 作出備案之屬會名單及其別名。

本守則之中英文版如有任何歧義，概以中文版為準。

## ENGLISH VERSION

### Section I

#### **1. Definition**

- 1.1. “Union” shall mean The Hong Kong University Students’ Union;
- 1.2. “Financial Regulation” shall mean the Financial Regulation of the Union;
- 1.3. “Office” shall mean the Union General Office;
- 1.4. “Office Staff” shall mean the staff of the Office;
- 1.5. “Executive Committee” shall mean the Union Executive Committee;
- 1.6. “Executives” shall mean the Union Executives;
- 1.7. “General Secretary” shall mean the General Secretary of the Union;
- 1.8. “Administrative Secretary” shall mean the Administrative Secretary of the Union;
- 1.9. “Financial Secretary” shall mean the Financial Secretary of the Union;
- 1.10. “Union Council” shall mean The Hong Kong University Students’ Union Council;
- 1.11. “Union Finance Committee” shall mean the Union Finance Committee of the Union Council;
- 1.12. “Judicial Committee” shall mean the Judicial Committee of the Union Council;
- 1.13. “Sub-organizations” shall mean organizations directly or indirectly affiliated to the Union;  
(*amended in CM5 2016*)
- 1.14. “Student bodies” shall mean organizations stipulated by the Constitution of the Union;  
(*appended in CM2 2019*)
- 1.15. “Members” shall mean all the members of the Union;
- 1.16. “External organizations” shall mean organizations that are not within the Union;  
(*appended in CM10 2015*)
- 1.17. “Agent” shall mean any external person or organization, with the exception of URB TIX, who acts on behalf of student bodies to solicit advertisement, patronage, donation, sponsorship, or to sell tickets, etc., in exchange of monetary benefits;  
(*amended in CM5 2016*)
- 1.18. “Commercial counters” shall mean any counter involved by external organization(s) with the exception of charity; (*appended in CM10 2015*)
- 1.19. “Fund-raising function” shall mean any fund-raising function organized in accordance with the Financial Regulation of the Union. (*appended in ECM12 2016*)

## 2. General Regulation

- 2.1. Student bodies that wish to book facilities provided by the Union (except Sun Yat-sen Place) can make bookings through the online booking system of the Union (booking.hkusu.org) or at Union Office eight weeks in advance. Bookings shall be made at least three days in advance. (*amended in CM2 2019*)
- 2.2. Office opening hours are as follows:  
Every year from 1st September to 30th April of the following year  
Mondays to Fridays 9:30a.m. to 5:45p.m.  
Every year from 1st May to 31st August  
Mondays to Fridays 9:30a.m. to 5:15p.m.
- 2.3. Shall student bodies wish to borrow facilities on holidays of the Office, they shall book the facilities from the nearest working day of the Office before the dates of use to the dates of use. (*appended in ECM12 2016*)
- 2.4. Except rooms and Sun Yat-sen Place, the booking period of all facilities shall be one week (from Monday 9:00a.m. to Sunday 9:00p.m., and daily from 10:00a.m. to 5:00p.m. for retail counter and ticket counter). (*amended in CM10 2015*)
- 2.5. The Union accepts booking for the following facilities:
1. Game room
  2. Miscellaneous items
  3. Multi-purpose room
  4. Fixed Board
  5. Table stand
  6. Counter Site
  7. Sun Yat-sen Place
- 2.6. Student bodies shall be responsible for taking care of the booked facilities, and must return them immediately after use; student bodies are liable to fines shall there be any damages to or loss of facilities. (See Chapter 14) (*amended in CM5 2016*)
- 2.7. Unauthorized usage of the above facilities is prohibited.
- 2.8. Student bodies shall not book facilities on their behalf for private usage.  
(*appended in ECM12 2016*)
- 2.9. Student bodies shall not book facilities for other student bodies, or transfer the right of use of booked facilities to other student bodies. If student bodies decide to give up booked facilities, they shall cancel the applications through the online booking system at least three days in advance. If student bodies have not used their booked facilities (except rooms and Sun Yat-sen Place) before Tuesday of that week without cancelling their booking, the student bodies will be considered as violating the Internal Regulation.  
(*amended in ECM12 2016*)



2.10. The General Secretary and the Administrative Secretary can execute details of this Internal Regulation according to their understanding. Student bodies may lodge complaints to the Executive Committee. *(amended in CM5 2016)*

### **3. Room**

3.1 Rooms provided by the Union for student bodies to use: *(amended in ECM12 2016)*

Union Building	Multi-purpose room	UG106, UG205
	Mirror room	UG208
Chong Yuet Ming Amenities Centre	Multi-purpose room	CYM202
	Game room	CYM105
Fong Shu Chuen Amenities Centre	Multi-purpose room	FSC1A07

3.2. Student bodies are allowed to decorate the room, but shall clean up immediately after the activity. *(amended in CM5 2016)*

3.3. Student bodies shall keep the room clean and tidy. *(amended in CM5 2016)*

3.4. Student bodies shall turn off the lights and the air-conditioning system after the activity. *(amended in CM5 2016)*

3.5. Student bodies can only use one room at a time. *(amended in CM5 2016)*

3.6. Student bodies can only use rooms at most thrice in a week, with its total time not exceeding twelve hours. General Meetings and campaigns shall not exceed forty-eight hours. Student bodies that wish to use a room for more than twelve hours in a week due to General Meeting or campaign can submit a written application to the Administrative Secretary ten weeks in advance. The Administrative Secretary shall make the booking on behalf of the student bodies. *(amended in CM5 2016)*

3.7. Smoking and fires are prohibited in all rooms.

3.8. Student bodies must obtain the room key or card during office hours at the Office and leave the Student Registration Card behind or pay deposit to give in pledge. Student bodies must lock the door and return the key or card to the Office immediately after the activity. *(amended in CM2 2019)*

3.9. Members who wish to use rooms can submit a written application to the Administrative Secretary six weeks in advance. *(amended in CM10 2015)*

3.10. Student bodies shall submit a written application to the Administrative Secretary in case of other situations. *(amended in CM5 2016)*

#### **4. Sun Yat-Sen Place**

- 4.1. Student bodies that wish to book Sun Yat-sen Place shall obtain an application form from the Office, complete it and return it to the Office. The Union shall make the application to Estates Office of the University of Hong Kong on behalf of student bodies. *(amended in CM5 2016)*
- 4.2. Sun Yat-sen Place is only available from 12:30p.m. to 2:00p.m.
- 4.3. Unless permitted by the Administrative Secretary, student bodies can only use Sun Yat-sen Place at most once in a week. *(amended in CM5 2016)*
- 4.4. Only forums, talks, debating contests or other activities that do not produce much noise are allowed.
- 4.5. Audio system can only be used between 12:45p.m. to 2:00p.m.. The volume shall be kept in control to avoid disturbing users of the Main Library and Knowles Building or people nearby.
- 4.6. Student bodies shall be responsible for the conduct of the participants, safety of the activity and the tidiness of the place. *(amended in CM5 2016)*
- 4.7. Student bodies shall keep the passageways unobstructed. *(amended in CM5 2016)*
- 4.8. Barbecue and fires are prohibited on Sun Yat-sen Place.
- 4.9. The Executive Committee reserves the right to cancel approved applications. Shall any activities held by student bodies cause threats to the public, the Administrative Secretary has the power to terminate the right of using the Place of the student bodies concerned immediately according to the situation. *(amended in CM5 2016)*

#### **5. Counter Site**

- 5.1. Counter Site *(amended in CM3 2018)*

CPDLG01-02	CPD LG/F, Centennial Campus
JL01	Outside James Hsioung Lee Science Building
UBS03	Outside the former University Bookstore
Union Foyer A-C	G/F, Union Building
US01-03	Upper University Street

- 5.2. The size of counter cannot exceed: *(amended in CM3 2018)*

CPDLG01-02	4m x 2.5m
JL01	6m x 4m
UBS03	2m x 1.5m
Union Foyer A-C	6m x 3m
US01-03	5.5m x 1.3m

- 5.3. Student bodies can at most book one Counter Site within a week. *(amended in CM5 2016)*

- 5.4. Except fund-raising activities approved by the Financial Secretary and the Administrative Secretary, all exhibits and goods at the counter shall be of same nature to the society or club concerned. *(amended in CM10 2015)*
- 5.5. Refer to Section II of the Internal Regulation for regulations on commercial counters organized by sub-organizations. *(amended in ECM12 2016)*
- 5.6. Student bodies that wish to use more than one counter site (applicable to Union Foyer A-C only) for holding activities can submit a written application to the Administrative Secretary ten weeks in advance. The Administrative Secretary shall make the booking on behalf of the student bodies. *(appended in CM2 2019)*

## **6. Table Stand**

- 6.1. Location
 

Union Restaurant (60 in total)	Haking Wong Podium
Chong Yuet Ming Restaurant (60 in total)	4/F, Chong Yuet Ming Cultural Centre
Fong Shu Chuen Restaurant (60 in total)	2A/F, Fong Shu Chuen Amenities Centre
- 6.2. The Union accepts applications from four different student bodies at one restaurant at the same time. *(amended in CM5 2016)*
- 6.3. Student bodies can only place at most fifteen table stands at one restaurant. *(amended in CM5 2016)*
- 6.4. Student bodies can only book one promotional area in one restaurant within a week. *(amended in CM5 2016)*
- 6.5. Student bodies must clear its promotional items before 9:00 p.m. on Sundays, otherwise they would be considered as violating the Internal Regulation. *(amended in CM5 2016)*
- 6.6. The size of the table stand must not exceed 150 x 150 x 210 cubic millimetres.
- 6.7. Student bodies shall submit a sample of the table stand to the Office one week in advance for the Administrative Secretary's approval. *(amended in CM5 2016)*
- 6.8. The use of double-sided tapes to fix the table stands on the benches is strictly prohibited. The table stands must not have any sharp metal edges or parts that may endanger people.
- 6.9. For content of the table stand, refer to 9.3 on Democracy Wall.
- 6.10. For any violation of 9.3 on Democracy Wall, the Executive Committee reserves the right to claim on an indemnity basis for all costs, loss and damages.

## **7. Fixed Board (Including Regulation on posting posters)**

7.1. Fixed Boards provided by the Union for student bodies to use:

*(amended in ECM12 2016)*

*East Wing:*

<u>Category</u>	<u>Location</u>
K01–24	G/F, K.K. Leung Building
MW01–16	Meng Wah Complex (LG/F, G/F, 1/F)

*Middle Wing:*

<u>Category</u>	<u>Location</u>
L01–23	Library Extension (G/F, LG/F)
M01–16	Knowles Building (G/F, UG/F), Bridge of K.K. Leung Building, Lift Lobby at East Gate
R01–20	Run Run Shaw Podium

*West Wing:*

<u>Category</u>	<u>Location</u>
C01–14	Centennial Campus
CYC01–10	Chow Yei Ching Building (G/F)
H01–26	Haking Wong Lift Podium (G/F, 4/F, 5/F)
U01–16	Near Union Restaurant

7.2. Student bodies can at most book two Fixed Boards from each wing within a week.  
*(amended in CM5 2016)*

7.3. Student bodies shall remove all other outdated materials on the Fixed Boards before use.  
*(amended in ECM12 2016)*

7.4. Any posters posted must not exceed the size of the Fixed Board.

7.5. Posters are strictly prohibited in public area in the University except on booked Fixed Boards. Student bodies can only post notices not exceeding A4 size in public area except Fixed Boards on the day of the activity and shall remove them immediately after the activity. *(amended in CM5 2016)*

7.6. Only pins or staples can be used to put up posters on Fixed Boards. Other tools such as glue or tapes are strictly prohibited.

7.7. Student bodies must not put up posters for external organizations in public areas within the University. The Union reserves the right to charge the student bodies concerned (refer to Section II of the Internal Regulation). *(amended in CM5 2016)*

7.8. Student bodies is liable to a fine of HKD 50 for each unauthorized item to the Union shall the student bodies violate 7.4 and 7.5. *(amended in CM5 2016)*

7.9. Student bodies shall apply to the Arts Association, H.K.U.S.U. if they wish to put up posters in Main Building. *(amended in CM5 2016)*

## **8. Promotional Item (Including regulation on placement and distribution)**

*(amended in CM10 2015)*

- 8.1. No student bodies or members shall place or distribute any promotional items related to co-operation with external organizations on campus without the permission of the Administrative Secretary (refer to Chapter 3, Section II of Internal Regulation).  
*(amended in CM5 2016)*
- 8.2. The full name of the student bodies shall be printed on any promotional items placed or distributed by them (refer to Chapter 3, Section III of Internal Regulation).  
*(amended in CM5 2016)*
- 8.3. For content of promotional items, refer to 9.3 on Democracy Wall.  
*(amended in CM10 2015)*
- 8.4. For any violation of 9.3 on Democracy Wall, the Executive Committee reserves the right to claim on an indemnity basis for all costs, loss and damages.

## **9. Democracy Wall**

- 9.1. Users of the Democracy Wall shall be responsible for their posts.  
*(amended in CM10 2015)*
- 9.2. Any individuals are allowed to post on the Democracy Wall.
- 9.3. The content of posts shall not consist of the following: *(amended in CM10 2015)*
  - i. Personal attack;
  - ii. Disclosure of private life;
  - iii. Inconsistency with facts or defamation;
  - iv. Obscenity.
- 9.4. The date of posting clearly shall be shown. Each post is given a posting period of seven days. The Administrative Secretary has the right to extend the period.  
*(amended in CM10 2015)*
- 9.5. Posts which have not expired shall not be covered. *(amended in CM10 2015)*
- 9.6. No commercial advertisements. *(amended in CM5 2016)*
- 9.7. Unless permitted by the Administrative Secretary, student bodies are prohibited to post advertisements of their activities, except their publications. *(amended in CM5 2016)*
- 9.8. The Executive Committee has the right to remove posts which have violated the regulations without prior notice. The Executive Committee has no obligation to keep records of the articles violating the regulations. *(amended in CM10 2015)*
- 9.9. The General Secretary and Administrative Secretary are responsible for the management of the Democracy Wall.
- 9.10. Complaints about posts posted on the Democracy Wall can be lodged to the Judicial Committee. The Chairperson of the Judicial Committee could authorize the Administrative Secretary to temporarily remove the concerned articles until the complaint is resolved. *(amended in CM10 2015)*

## **10. Regulation on bulk email**

- 10.1. Student bodies have access to the bulk email service provided by Information Technology Services of the University of Hong Kong through the Union.  
*(amended in CM5 2016)*
- 10.2. Student bodies shall use the bulk email service with the email address provided by Information Technology Services of the University of Hong Kong.  
*(amended in CM5 2016)*
- 10.3. Members, student representatives of the committees of the University and external student organisations established and managed by students of the University are also allowed to use this service once per semester upon permission from the Administrative Secretary. *(amended in CM2 2019)*
- 10.4. Unless permitted by the Administrative Secretary, student bodies shall not use the bulk email service to help to promote external organizations. If the activities which the student bodies promote are sponsored by external organizations, student bodies can acknowledge the sponsors at the end of the promotional email. *(amended in CM5 2016)*
- 10.5. The content of the bulk email shall be sent to the email address “bulkmail@hkusu.org”. It should contain the name of the society or club, name of the contact person in English, contact number, email address and the subject line and text of the email. Student bodies can attach an image file with a size of no more than 200kB to each bulk email.  
*(amended in CM5 2016)*
- 10.6. Student bodies are only entitled to one bulk email a week. *(amended in CM5 2016)*
- 10.7. The Administrative Secretary has the power to review and decline any applications for sending of bulk email.
- 10.8. The content of bulk email shall not consist of the following:
  - i. Personal attack;
  - ii. Disclosure of private life;
  - iii. Inconsistency with facts or defamation;
  - iv. Obscenity.
- 10.9. Shall there be any violation of 10.9, or the bulk emails are deemed inappropriate by the Administrative Secretary, the Executives or Office staff will notify the organizations concerned and explain the reason for not sending the bulk email.

## **11. Borrowing of items**

- 11.1. Both student bodies and members have the right to borrow items from the Union after registration, and shall leave the Student Registration Card behind to give in pledge or pay a deposit. *(amended in CM5 2016)*
- 11.2. All items shall be borrowed and returned during office hours.
- 11.3. Shall student bodies fail to borrow the booked items within office hours, the Union has the right to deny the student bodies from borrowing the booked items.  
*(appended in ECM12 2016)*
- 11.4. The Union has the right to charge a fine of HKD 50 for each item borrowed in non-office hours. *(appended in ECM12 2016)*

## **12. Special arrangements for large-scale event**

Large-scale event of sub-organizations shall follow the following regulations and special arrangements made by the Administrative Secretary: *(amended in CM5 2016)*

- 12.1. Large-scale events shall mean events that require a large number of extra facilities.  
*(appended in CM10 2015)*
- 12.2. General Meetings, Council Meetings and campaigns are not counted as large-scale events. *(amended in CM5 2016)*
- 12.3. Sub-organizations shall submit a written application, a proposal, and a list of facilities needed to the Administrative Secretary twelve weeks in advance. If more than one sub-organizations apply, the Administrative Secretary shall co-ordinate among the sub-organizations. If a consensus could not be reached, the Administrative Secretary shall decide the priority of using the facilities by drawing lots.  
*(amended in ECM12 2016)*
- 12.4. For any approved special arrangements, sub-organizations shall abide by the above regulations regarding the usage of each facility. *(amended in CM5 2016)*
- 12.5. Sub-organizations are only given one quota to apply for large-scale event special arrangements during the period from 1st January to 31st December each year.  
*(amended in CM5 2016)*
- 12.6. Special arrangements for large scale event is not subject to change or cancellation. Any cancellation of application shall be regarded as application quota used unless permitted by the Administrative Secretary due to special reasons.
- 12.7. Sub-organizations shall cancel the facility bookings for large-scale events at the Office two weeks in advance if the booked facilities are not going to be used, otherwise the sub-organizations would be regarded as violating the Internal Regulation.  
*(amended in CM5 2016)*
- 12.8. Sub-organizations would be regarded as severely violating the Internal Regulation shall they transfer the specially arranged facilities to other student bodies.  
*(amended in CM5 2016)*

### **13. Organizing of events**

13.1. Student bodies have the right to organize any kinds of events for members, and shall follow the following regulations: *(amended in CM5 2016)*

- i. Student bodies are prohibited to force members to sign up and pay the charge. *(amended in CM5 2016)*
- ii. Student bodies must return the entire sum of money if members wish to withdraw from the event (unless a declaration of no refund is made to members when they sign up); otherwise the student bodies would be regarded as severely violating the Internal Regulation. *(amended in CM5 2016)*
- iii. Shall there be any co-operation between student bodies and external organizations, they must comply with Section II of the Internal Regulation. *(amended in CM5 2016)*

13.2. No agents are allowed in any function. *(appended in CM10 2015)*

### **14. Penalty of violating the Internal Regulation**

The Union Executive Committee shall consider the following actions according to the severity of the violation of the Internal Regulation of student bodies, or members:

*(amended in CM5 2016)*

- 14.1. Written warning;
- 14.2. To clear up the Fixed Boards of the Union under the supervision of the Administrative Secretary or other Executives;
- 14.3. To pay a fine of maximum HKD 1,000 each time;
- 14.4. To explain publicly through bulk email;
- 14.5. To suspend the use of all facilities of the Union and the University, with a maximum period of three months. The Executive Committee shall determine the date when the penalizing practice would be in effect;
- 14.6. To promptly cancel all the approved booking applications or any borrowed facilities;
- 14.7. To execute penalties with reference to the advice of Sports Association Council, Cultural Association Council, Independent Clubs Association Council or the Faculty Society's Council concerned. *(appended in CM10 2015)*
- 14.8. To execute other penalties regarded as appropriate by the Executive Committee;
- 14.9. To suggest the Union Council to exert a penalty.



## **15. Damage, loss or late return of borrowed items of the Union**

### 15.1. Damage

- i. To pay a compensation equal to the maintenance fee or of the same worth of the damaged items.
- ii. If the damaged items cannot be fixed, student bodies shall pay a compensation of the same worth of the damaged items or to purchase the same items for the Union. *(amended in CM5 2016)*

### 15.2. Loss

- i. To pay a compensation of the same worth of the lost items or to purchase the same items for the Union.
- ii. To suspend the use of all facilities of the Union with a maximum period of three months. The Administrative Secretary shall determine the date when the penalizing practice would be in effect.

### 15.3. Late return

- i. To pay a fine of HKD 50 per day for each item.
- ii. If the borrowed items are returned more than one week after the due date, except the fine mentioned, student bodies shall also pay a compensation of the same worth of the concerned items. Usage of all facilities of the Union shall be suspended, until the concerned student bodies have paid the entire fine and returned the concerned items. *(amended in CM5 2016)*

15.4. The Administrative Secretary has the final decision of the penalty.

## **16. Amendment of the Internal Regulation**

16.1. The Internal Regulation shall be amended by the two-thirds majority at a Union Council Meeting. *(amended in CM10 2015)*

16.2. The Administrative Secretary shall announce all amendments of the Internal Regulation to all student bodies in written form. *(amended in CM5 2016)*

16.3. The right to interpretation of this section of the Internal Regulation shall rest with the Union Council.

## **Section II Appendix**

- 1. The regulations below are made according to the principles decided by the Union Council which limit all sub-organizations when co-operating with external organizations.**
  
- 2. Regulation on co-operation between sub-organizations and external organizations**  
*(amended in CM5 2016)*
  - 2.1. All sub-organizations shall not book any facilities for external organizations, or transfer the right of use of booked facilities to external organizations. If such situations are found, the Union has the right to exert penalties on the sub-organizations, which have violated the regulations, in accordance to Chapter 14 of Section I. *(amended in ECM12 2016)*
  - 2.2. External persons or external organizations shall submit a written application to the Administrative Secretary four weeks in advance if they wish to borrow the Union's facilities. External persons or external organizations shall only use the facilities upon permission. *(amended in ECM12 2016)*
  - 2.3. External persons or external organizations which want to promote in the area administered by the Union shall submit a written application to the Administrative Secretary 4 weeks in advance. External persons or external organizations shall only hold the promotion upon permission. *(amended in ECM12 2016)*
  - 2.4. The Union has the right to terminate all unauthorized activities or use of the Union's facilities organized by external persons or organizations immediately.  
*(appended in ECM12 2016)*
  - 2.5. Sub-organizations and external organizations shall be responsible for discipline of external staff. *(amended in ECM12 2016)*
  - 2.6. Sub-organizations and external organizations shall not distribute or put up any promotional items or posters which are not permitted by the Administrative Secretary.  
*(amended in ECM12 2016)*
  - 2.7. The number of staff from external organizations shall not exceed four.
  - 2.8. Regulations for staff from external organizations:
    - i. They must keep the venue clean.
    - ii. They must use facilities carefully and pay a compensation for any loss or damage.
    - iii. Smoking and foul language are prohibited in the venue.
    - iv. They shall confine their activities in the approved area.
    - v. They shall not disturb students. The Union has the right to terminate the activities immediately shall the Union receive complaints lodged by students.

- vi. The external organizations which have obtained permission of promotion shall not have any promotional activities for other organizations. (*amended in ECM12 2016*)
- vii. Paying in advance or selling fake items are prohibited. Shall students find themselves being cheated, the Union has the right to terminate the activities of the organizations immediately and take legal actions against the organizations.
- 2.9. The Administrative Secretary shall have the right to make suitable arrangements under special situations.
- 2.10 Please submit a written application or notify the Administrative Secretary in case of any special applications and complaints. (*amended in CM2 2019*)
- 2.11 The Executive Committee reserves all the right to cancel the approved applications.
- 2.12 The Executive Committee has the final decision concerning usage for the facilities.

**3. Regulation on sub-organizations when promoting and acknowledging external organizations (*amended in CM5 2016*)**

- 3.1. Except the following ways, sub-organizations shall not acknowledge or promote external organizations in other ways (such as exhibition, book fair, etc.): (*amended in CM5 2016*)
  - 3.1.1. Video broadcast (*amended in CM10 2015*)
    - i. Sub-organizations shall only acknowledge external organizations (including display of the company logo) without any advertisement involved. (*amended in CM5 2016*)
    - ii. Time for acknowledgement shall not exceed one-tenth of the video programs (with a maximum of 30 seconds).
  - 3.1.2. Promotional item made by sub-organizations (*amended in ECM12 2016*)
    - i. All promotional items not made by sub-organizations shall be deemed as promotional items made by external organizations stated in 3.1.5. (*appended in ECM12 2016*)
    - ii. Sub-organizations are allowed to publish the logos of external organizations but shall not include any commercial advertisements. (*amended in ECM12 2016*)
    - iii. The total area used for display of company logos shall not exceed one-sixth of the total area of the above promotional item. (*amended in ECM12 2016*)

3.1.3. Publication published by sub-organizations (*amended in ECM12 2016*)

- i. All publications not published by sub-organizations shall be deemed as promotional items made by external organizations stated in 3.1.5. (*appended in ECM12 2016*)
- ii. Sub-organizations are only allowed to promote for external organizations in their publication (including the front cover and the back cover facing the inside) by logos of external organizations, commercial advertisements, and acknowledgements. (*amended in ECM12 2016*)
- iii. Additional promotional items of external organizations are strictly prohibited. (*amended in ECM12 2016*)
- iv. Except for publications authorized as fund-raising functions, other publications of sub-organizations shall only have a maximum of one-sixth of their content for the logos of external organizations, the content for acknowledgement, and commercial advertisement of external organizations. (*amended in ECM12 2016*)

3.1.4. Commercial counter

- i. Shall sub-organizations wish to set up commercial counters with external organizations, they shall submit a written application with a detailed proposal and financial budget to the Administrative Secretary eight weeks in advance. All commercial counters can only be set up upon approval by the Administrative Secretary. (*appended in ECM12 2016*)
- ii. Except for authorized fund-raising functions, all commercial counters shall be of the same nature with the organizing sub-organizations. (*appended in ECM12 2016*)
- iii. Unless permitted by the Administrative Secretary, commercial counters must not involve any staff from external organizations.

3.1.5. Promotional item made by external organizations (*appended in ECM12 2016*)

- i. Unless permitted by the Administrative Secretary, sub-organizations shall not place or distribute promotional items made by external organizations, put up leaflets and posters of external organizations, or hang banners of external organizations.
- ii. If needed, sub-organizations may place promotional items made by external organizations in containers that make the items not directly visible to members.
- iii. Sub-organizations shall not attach any promotional items made by external organizations in any publication.

**4. Amendment of the Appendix**

- 4.1. As the appendix affects all sub-organizations when getting sponsorship from external organizations and the principles concerned are made by the Union Council, this appendix shall be amended by the two-thirds majority at a Union Council Meeting. *(amended in CM5 2016)*
- 4.2. The Administrative Secretary shall announce all amendments of this appendix to all sub-organizations in written form. *(amended in CM5 2016)*
- 4.3. The right to interpretation of this appendix shall rest with the Executive Committee.

### **Section III Use of the names of sub-organizations**

#### **1. General**

- 1.1. In the 11th Union Council Meeting in Session 2006, the Union Council suggested that the Administrative Secretary discuss the use of the names of sub-organizations and amend the Internal Regulation so that clear guidelines can be made.
- 1.2. The followings are the related articles.

#### **2. Application**

- 2.1. 3.1 can be applied to sub-organizations or their affiliated organizations in the following occasions:
  - 2.1.1. on official documents;
  - 2.1.2. in activities organized by sub-organizations and activities they participate in;
  - 2.1.3. distribution, exhibition or display of all items of promotional nature in or out of The University of Hong Kong;
  - 2.1.4. all formal and open speeches delivered outside the Union Council, Sports Association Council, Cultural Association Council, Independent Clubs Association Council or Faculty Societies' Councils;
  - 2.1.5. bulk emails, no matter be distributed by the Union or not;
  - 2.1.6. websites or any online publications of sub-organizations  
(*amended in CM2 2019*);
  - 2.1.7. other occasions regarded as appropriate by the Administrative Secretary.
- 2.2. Only 3.2 shall be applied to other occasions apart from the abovementioned ones.

#### **3. Regulation**

- 3.1. Unless permitted by the Administrative Secretary in advance, sub-organizations shall follow the following regulations to obviously display or announce their names at least once in the occasions listed in 2.1:
  - 3.1.1. Sub-organizations shall add 「香港大學學生會」 before their names. For English version, sub-organizations shall add “The Hong Kong University Students’ Union” before or after their names or “HKUSU”/“H.K.U.S.U.” after their names.
  - 3.1.2. Academic societies affiliated to faculty societies shall also add the names of faculty societies to their names. Please refer to particular constitutions or related documents for the use of the name of the faculty societies. Faculty societies shall

be responsible for providing the correct explanation of such documents to the Administrative Secretary.

- 3.1.3. Sub-organizations affiliated to the Union through Sports Association, Cultural Association or Independent Clubs Association shall not include “Sports Association”, “Cultural Association” or “Independent Clubs Association” in their names.
- 3.1.4. The name of sub-organizations on publications or video promotional items shall satisfy the following requirements:
  - 3.1.4.1. The area occupied by the full name of sub-organizations stated in their constitution shall not be smaller than one-thirtieth of the size of the whole item or screen; *(amended in ECM12 2016)*
  - 3.1.4.2. The ratio of the font size of the name of the sub-organization itself and the name of the affiliated organizations shall be at least three to two;
  - 3.1.4.3. Shall the items be published by more than one organization from different universities or tertiary education institutions (no matter they are student organizations or not), the name of the sub-organizations still need to meet the requirement listed in 3.1.4.2 but not 3.1.4.1. Its size and format shall be the same as the organizations from other universities or institutions. Its font size shall be at least half the size of the largest font used by other organizations (no matter it is a student organization or not). *(amended in ECM12 2016)*
  - 3.1.4.4. Shall the items be used for activities co-hosted by sub-organizations and external organizations (except those stated in 3.1.4.3), the name of the sub-organizations need to meet the requirements listed in 3.1.4.1 and 3.1.4.2. Its font size shall not be smaller than the size of the largest font used by other organizations. *(appended in ECM12 2016)*
  - 3.1.4.5. Shall the items be used for activities hosted by external organizations supported by sub-organizations (except those stated in 3.1.4.3), the name of the sub-organizations need to meet the requirements lists in 3.1.4.1 and 3.1.4.2. Its font size shall be at least half the size of the largest font used by other external organizations. *(appended in ECM12 2016)*
- 3.1.5. The Administrative Secretary reserves the right to inquire into any unclear use or misuse of names by sub-organizations which causes confusion.
- 3.2. Sub-organizations may use their full name stated in their constitution according to their needs in situations not stated in 2.1. Sub-organizations may either keep or omit what are stated in 3.1.1 and 3.1.2. However, the names of sub-organizations shall not include names of any organizations except the Union and the Faculty Society they are affiliated to (if any).

- 3.2.1. Sub-organizations which wish to use other names shall obviously display or announce that the mentioned name represents the sub-organizations or is the short form or the byname of the sub-organizations, and make a one-off notification to the Administrative Secretary before the first time of the use of the mentioned name. The Administrative Secretary shall have the power to take back the right of any sub-organizations to use these names. (*amended in CM5 2016*)
- 3.2.2. Under the prerequisite of satisfying 2.1 and 3.1, if sub-organizations display their names more than once in an occasion, they shall also comply with 3.2 and 3.2.1.
- 3.3. Sub-organizations shall submit a written application to the Administrative Secretary in advance in case of exceptional situations, otherwise the sub-organizations would be regarded as severely violating the Internal Regulation.
- 3.4. Refer to Chapter 4 for the penalty for violating the above regulations.

#### **4. Penalty**

- 4.1. The Executive Committee shall consider the following penalties according to the severity of the violation of the Internal Regulation by the concerned sub-organizations:
  - 4.1.1. Written warning;
  - 4.1.2. To clear up the Fixed Boards of the Union under the supervision of the Administrative Secretary or other Executives;
  - 4.1.3. To pay a fine of maximum HKD 1,000 each time;
  - 4.1.4. To explain publicly through bulk email;
  - 4.1.5. To suspend the use of all the facilities of the Union and the University, with a maximum period of three months. The Administrative Secretary shall determine the date when the penalizing practice would be in effect;
  - 4.1.6. To promptly cancel all the approved booking applications or retrieve any borrowed facilities;
  - 4.1.7. To execute penalties with reference to the advice of Sports Association Council, Cultural Association Council, Independent Clubs Association Council or the Faculty Society's Council concerned. (*amended in CM10 2015*)
  - 4.1.8. To execute other penalties regarded as appropriate by the Administrative Secretary;
  - 4.1.9. To suggest the Union Council to exert a penalty.



**5. Amendment and interpretation**

- 5.1. This section shall be amended by the two-thirds majority at a Union Council Meeting.  
*(amended in CM10 2015)*
- 5.2. The Administrative Secretary shall announce all amendments of this Regulation to all sub-organizations in written form.
- 5.3. The right to interpretation of this section shall rest with the Administrative Secretary.

**6. Schedule**

- 6.1. This section has been in effect since 30th July, 2007.
- 6.2. The Administrative Secretary shall keep a list of sub-organizations and the other names they use according to 3.2.1.

The Chinese version shall prevail if there is any discrepancy of meaning between the Chinese and English versions of this Internal Regulation.