

The Chinese University of Hong Kong
Office of Student Affairs

Guiding Notes for Existing Student Societies and Clubs' Affiliation

1. As a follow up to the CUSU's statement on 7 October 2021, the University has announced that the Office of Student Affairs (OSA) will be temporarily responsible for handling student societies and clubs. As such, student societies (Faculty/Department/Programme)/affiliated clubs that previously registered under CUSU are required to indicate to the OSA if they would like to affiliate with the University via OSA/Faculty/Department/Programme office or go for independent registration so as to continue the operation and services. Once affiliated with the above units approved, the society would be eligible for:
 - having access to centrally-provided amenities/facilities via OSA Online Booking System;
 - applying subsidies from Student Activities Fund and CUHK FAA Student Activities Fund;
 - applying for a society room/locker¹; and
 - provision of supporting document (registration letter) for office bearers for the sake of hostel application².

After affiliation with the University, the societies concerned could kick start the process of the Constitution amendment³ to name itself as a student society of CUHK, e.g. XXX Society, The Chinese University of Hong Kong.

The affiliated societies are abided by the laws of Hong Kong and the rules and regulations of the University.

Training and advice will be made available for office bearers to equip their knowledge in managing a student society and handling financial issues, etc.

2. The society/club affiliation process is coordinated by OSA. OSA offers a central platform for all societies/clubs to indicate their preference. Affiliation of faculty/departmental/programme-based societies will be processed centrally then pass on to relevant faculty/department/programme offices for daily administrative supervision and support.

¹ A separate allocation procedure will take place, and the result will be subject to the availability of space. For Faculty/Department student societies, society room requests would be handled by the respective Faculty/Department/Programme Office.

² Each college has its own hostel application and vetting system, please consult the respective college for details on credits for hostel application.

³ The Constitution of a student society provides that an amendment can be proposed with a certain majority vote in members. The procedures of the Constitution amendment are various among student societies. Please refer to the Constitution of your student society for details.

The form for society/club to indicate their thoughts regarding the affiliation is available online [HERE](#). To facilitate further follow-up, **please complete the form by 30 November 2021. For those who indicate their preference to affiliate with the University, the societies/clubs would be required to submit a set of documents (please refer to item 3) to OSA.**

3. If your society opts to proceed with the affiliation with the University, the following documents would be required:
 - (i) a valid registration letter issued by the former Affiliated Clubs and Societies Committee under the Council of the CUSU (*for this round only*);
 - (ii) a list of updated officer-bearers;
 - (iii) a valid constitution;
 - (iv) a financial statement;
 - (v) a year plan and budget; and
 - (vi) a proof of election result.
4. If societies/ clubs prefer to register independently, they are welcome to do so. They have to inform the OSA and Faculty/Department/Programme Office concerned of the result. **OSA will put them in the pool for enjoying the central resources, e.g. venue booking and student activity fund.**
5. There is always an option for societies to withdraw from the affiliation with the University, especially for those who completed the independent registration. The societies concerned should inform OSA and Faculty/Department/Programme Office for such plan.
6. If any faculty/department/programme student societies/clubs opt not to affiliate with the University nor go for independent registration, they will not be able to continue their operations and services after the end of their current office term. If applicable, they will be requested to move out from their assigned society room by **7 January 2022**, which will be reassigned to other affiliated societies.
7. As an annual exercise, for societies/clubs which wish to continue the operation and services, please **submit** the following documents to OSA within two months after the election of new cabinets completed:
 - (i) the updated list of officer bearers;
 - (ii) a proof of the election result;
 - (iii) the financial report of the last term of Executive Committee (or its equivalent); and
 - (iv) a year plan & budget plan for the new term.

For **Faculty/Department/Programme student societies, the documents would be submitted to the respective Faculty/Department/Programme Office.** The respective office would update OSA accordingly.

8. If there is any change in the constitution or current officers, the affiliated society has to inform OSA/Faculty/Department/Programme office in writing. For the case of Interim Committee, the list of office bearers should also be submitted to OSA/Faculty/Department/Programme office.

9. Since the promotion and polling period is around the corner, OSA will be able to provide necessary resource support, e.g. venue booking, to the societies/clubs, upon your presentation of the registration letter issued by the former Affiliated Clubs and Societies Committee of the CUSU Council during the transition period. Please note that OSA is temporarily managing the booking of the Cultural Square (CS). Societies/clubs should contact OSA for checking the availability and reserving the CS.

10. **Timeline** (for reference only)

November 2021	Indicate preference on affiliation: Online Form
December 2021	OSA will contact the societies/clubs who indicate their preference to affiliate with the University via OSA/ Faculty/ Department/ Programme Office to submit the requested documents (please refer to point 3 above).
December 2021 – February 2022	Constitution Amendment : To start the procedures of the Constitution amendment for naming itself as the student society of CUHK (XXX Society, The Chinese University of Hong Kong)
After amendment of the constitution	Submission of the updated constitution to OSA. The confirmed affiliation for Faculty/Departmental/ Programme based societies will be passed to relevant offices for follow up hereafter.

11. Enquiries: Please contact Ms Karena Mak on 3943 7203 or at karenamak@cuhk.edu.hk.

Student Development and Resources Section
Office of Student Affairs

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