

The Internal Regulation of

Hong Kong University Students' Union

Cultural Association

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A. Terminology

In this context, unless otherwise requires, the following terms should have the following meanings:

Term	Meaning
1. "Union"	"Hong Kong University Students' Union"
2. "CA"	"Hong Kong University Students' Union Cultural Association"
3. "CA Council"	"Hong Kong University Students' Union Cultural Association Council"
4. "ICA"	"Hong Kong University Students' Union Independent Clubs Association"
5. "ICA Council"	" Hong Kong University Students' Union Independent Clubs Association Council"
6. "Club(s)"	"The club(s) affiliated to the Union through the Hong Kong University Students' Union Cultural Association"
7. "Society Room(s)"	"Society Room(s) of club(s) affiliated to the Union through the Hong Kong University Students' Union Cultural Association"
8. "Central resources"	"Hong Kong University Students' Union Cultural Association and Independent Clubs Association Central resources"

9. "Internal Regulation" "The Internal Regulation of Hong Kong University Students' Union Cultural Association"

B. Usage of Society Rooms

1. Clubs performing activities related to the affairs of Clubs have the priority to use the Society Room.
2. No disturbance should be made to other Society Room users.
3. Smoking and gambling is strictly prohibited.
4. Dangerous articles shall not be brought to the Society Room unless approved by CA. Application for dangerous articles shall be made to CA, either in written or email form, at least five days in advance.
5. Clubs shall keep the Society Room clean and tidy.
6. Undesired noise is not allowed.
7. Furniture shall not be removed or added without prior approval from CA.
8. Cabinets shall not be removed. Clubs must replace other furniture to the original place after moving.
9. Unless approval is obtained from CA, Clubs shall not place their belongings in the corridor.
10. If a Club would like to use the corridor as temporary storage, it shall:-
 - i. submit a written request to the CA at least 5 days before the proposed usage; and
 - ii. not propose a usage period for more than 4 weeks
11. Only Clubs are allowed to use the Society Room. Non- Executive Committee members can enter the society room only with the permission of Executive Committee of Clubs.
12. Clubs shall be responsible for any loss incurred from their usage. However, the CA Council Appeal and Disciplinary Committee, or other higher authorities shall have the authority in deciding the method in compensating the incurred loss.

C. Usage of Common Facilities

1. Clubs may not use the storage areas, including but not limited to Haking Wong Car Park Level CP5, unless approved by CA.
2. Application for placement of articles in storage area shall be made to CA, either in written or email form, at least 48 hours before. The loan period shall be no more than six months.

3. No Club shall place articles outside the assigned areas.
4. Clubs shall remove all their articles in storage area within one week after the end of loan period; otherwise CA reserves the right to handle all remaining articles in any means.
5. Clubs applying for storage area shall submit a list of articles, in which the name, type and quantity shall be stated. The name of the Club shall be clearly labeled on the articles.
6. A written or email form notification will be given to Clubs from CA.
7. The Key of the gate of the CP5 shall be kept by the CA Executive Committee.
8. Club(s) shall access the CP5 only if they are accompanied by CA Executive(s).

Section 4: Booking of Central Resources

1. Different kinds of resources (e.g. iron bars and sand bags) should be available to the Clubs only with the approval of CA, with a maximum of three kinds of resources at a time.
2. Online application for Central Resources shall be made to CA at least 48 hours before. The kind(s) of resources, the quantity (ies) of resources and the booking period should be clearly listed.
3. A written or email form notification will be given to Clubs from CA.
4. Clubs shall borrow and return all resources in person to CA.

E. Storing Policy of Clubs

1. Publication materials published within two years could be kept by the Clubs. Older publication shall be disposed with an exception of keeping two copies for referencing
2. Welfare materials should be disposed after keeping for at most two years.
3. Decoration materials that have not used for more than 1 year should be disposed.
4. Promotion materials that have not used for more than 1 year should be disposed.
5. Resources for daily use that have not used for more than 1 year should be disposed.
6. Library material that have not been borrowed or used for more than 5 year should be disposed.

7. Souvenirs from other organizations should be disposed after keeping for at most two years.
8. Application to CA must be sent in written or E-mail form if Clubs desire to keep Collectible items chronically.
9. Method for disposal includes, but not limited to,
 - i. Send to University Archive
 - ii. Recycle.
 - iii. Put for sale (If an item is not disposed after 2 years that shall it should be disposed, club(s) shall dispose it using other methods mentioned in this article.)
 - iv. Discard

F. Violations of the CA Internal Regulations

1. If any Club or club's member has violated this Internal Regulations, the CA Council Appeal and Disciplinary Committee shall consider to:
 - i. Issue a verbal warning;
 - ii. Issue a written warning;
 - iii. Recommend suspension of usage of HKUSU facilities by The Union Executive Committee for up to one month; or
 - iv. Fine for up to \$10,000.
2. The CA Council Appeal and Disciplinary Committee may seek recommendation from the CA Council when considering the appropriate action regarding the violation.
3. Any violation that cannot be settled by the CA Council may be transferred to the Union Administrative Secretary.
4. Procedure of appeal:
 - a. The CA Council Appeal and Disciplinary Committee shall only handle a case directed to the Chairperson of the CA Council Appeal and Disciplinary Committee in writing within three working days after the match with the appeal fee of \$100, which will be returned if the appeal is successful. If the appeal is defeated, such appeal fee will be transferred to the account of the stationery of CA correspondingly.
 - b. The Committee shall meet within the period of 5 days after receiving the letter of the appeals.
 - c. Written notice of the meeting shall be sent to all committee members, appellants, respondents and other persons deemed necessary by the

Chairperson at least 24 hours before the meeting.

- d. No penalty shall be imposed upon any accused person/team before the Committee had decided otherwise.
- e. The Committee shall present a full report of the penalties imposed and the decision made on the appeals to the CA Council.

G. Amendment of the Regulation

Any amendments of the Regulation shall be adopted in the CA Council Appeal and Disciplinary Committee, followed by the CA Council with a two-thirds majority of vote. Proposed amendments shall be released 120 hours (5 days) before the CA Council Meeting.

H. Interpretation of the Regulation

The interpretation of the Regulations shall rest with the CA Council Appeal and Disciplinary Committee. The Chinese Version shall prevail if there is any discrepancy between the Chinese and English version of the Regulation.