

# **The Council Library Regulation of The Hong Kong University Students' Union Independent Clubs Association Council**

## ***Enactment History***

***22<sup>nd</sup> February 2016 [CM11] Amended from Council Documentation Guidelines***

***13<sup>th</sup> February 2017 [CM9] Amended***

***Section I      Terminology***

***Section II     General***

***Section III    Management of the Council Library***

***Section IV    Important Documents***

***Section V     Council Documents***

***Section VI    Association Documents***

***Section VII   Independent Club Documents***

***Section VIII  Storage of Documents***

***Section IX    Access Right to Documents***

***Section X     Interpretation and Amendment of the Council Library Regulation***

***Appendix I   Naming System***

***Appendix II  Structure of the Council Library***

## ***Section I Terminology (Amended in 2016-2017 CM)***

In this context, unless the context otherwise specified, the following terms shall have the following meanings:

<i>Term</i>	<i>Meaning</i>
"the Union"	"The Hong Kong University Students' Union"
"the Association"	"The Hong Kong University Students' Union Independent Clubs Association"
"the Constitution"	The Constitution of the Association"
"ICA Council"	"The Hong Kong University Students' Union Independent Clubs Association Council"
"Finance Committee"	"Finance Committee of ICA Council"
"Programme Committee"	"Programme Committee of ICA Council"
"Independent Club(s)"	"Any club(s) affiliated to the Union through the Association"
"Council Library"	"Council Library of ICA Council"
"Council Library Regulation"	"Council Library Regulation of ICA Council"
"Council Chairperson"	"Council Chairperson of ICA Council"
"Council Honorary Secretary"	"Council Honorary Secretary of ICA Council"
"Ex-co"	"Executive Committee of the Association"
"Committee(s)"	"Any Standing Committee(s) or Committee(s) ad hoc of ICA Council"
"General Meeting(s)"	"General Meeting(s) of (an) Independent Club(s)"
"Returning Officer(s)"	"Returning Officer(s) of a General Meeting"
"Council Library document(s)"	"Document(s) in the Council Library"
"Council document(s)"	"Document(s) in the Council Library as included in Section V of the Council Library Regulation"

## ***Section II General***

1. The purpose of the Council Library Regulation is to provide basis for matters related to the Council Library. ***(Amended in 2016-2017 CM)***
2. The Council Library Regulation shall apply to the Council Chairperson, Council Honorary Secretary, all members of Ex-co, ICA Councilors and Official Observers, members of Committees, Independent Clubs, executive committee members of the Independent Clubs, Returning Officers and any other parties who wish to access any Council Library documents. ***(Amended in 2016-2017 CM)***

## ***Section III Council Library***

### **Article 1 Definition**

The Council Library is defined as the collection of documents of the Association, the ICA Council and the Independent Clubs owned by the ICA Council in both hard and soft copies.

### **Article 2 Management**

1. The Council Library shall be managed by the Council Honorary Secretary. ***(Amended in 2016-2017 CM9)***
2. The Council Honorary Secretary shall be responsible for the following duties related to the Council Library ***(Amended in 2016-2017 CM9)***
  - I. Collecting and filing the documents which shall be in the Council Library as defined by the Council Library Regulation into the Council Library ***(Amended in 2016-2017 CM9)***
  - II. Handling documents which are no longer kept by the Council Library
  - III. ***(Repealed in 2016-2017 CM9)***
  - IV. Ensuring the relevant parties are able to access Council Library documents

## ***Section IV Important Documents***

1. The following documents shall be defined as Important Documents
  - I. Constitution of the Association
  - II. Council By-law of the ICA Council
  - III. Internal Regulation of the Association
  - IV. Financial Regulation of the Association
  - V. Affiliation Regulation of the Association
  - VI. Council Library Regulation of the ICA Council (***Amended in 2016-2017 CM9***)
  - VII. Important Motions of the ICA Council
  - VIII. Constitutions of all Independent Clubs

## ***Section V Council Documents***

### **Article 1 Council Meeting Documents**

1. The following documents shall be defined as Council Meeting Documents
  - I. Agenda of ICA Council Meetings
  - II. Minutes of ICA Council Meetings
  - III. Paper Set of ICA Council Meetings
  - IV. Motion Papers of ICA Council Meetings
  - V. Attendance Sheets of ICA Council Meetings
  - VI. Absence Notices of ICA Council Meetings
  - VII. Council Correspondence

### **Article 2 Committee Documents**

1. The following documents shall be defined as Committee Documents
  - I. Agenda of Meetings of all Committees
  - II. Minutes of Meetings of all Committees
  - III. Terms of Reference of all Committees ad hoc of ICA Council
2. All Committee Documents shall be submitted in soft copies in PDF format.
3. The Chairperson of a Standing Committee or a Committee ad hoc of ICA Council shall submit the adopted agenda and the adopted minutes of all Committee Meetings to the Council Honorary Secretary within 336 hours (14 days) after they are adopted or before the commencement of the First ICA Council Meeting of the next session, whichever is earlier.

### **Article 3 Council Reports**

1. The following documents shall be defined as Council Reports
  - I. Half-yearly Reports submitted by all Standing Committees of ICA Council
  - II. Annual Reports submitted by all Standing Committees of ICA Council
  - III. Reports upon completion of their commissioned business or within two weeks after dismissal submitted by all Committees ad hoc of ICA Council
  - IV. Interim Reports submitted by all Committees ad hoc of ICA Council
  - V. Half-yearly Reports submitted by all Ex-co members
  - VI. Annual Reports submitted by all Ex-co members
  - VII. All other reports submitted to the ICA Council
2. All Council Reports shall be submitted in soft copies in PDF format.
3. All Half-yearly Reports in Article 3 (1) shall be submitted to the Council Honorary Secretary on or before 7<sup>th</sup> September of each session.
4. All Annual Reports in Article 3 (1) shall be submitted to the Council Honorary Secretary before the commencement of the First ICA Council Meeting of the next session.

5. All Reports upon completion of their commissioned business or within two weeks after dismissal in Article 3 (1) shall be submitted to the Council Honorary Secretary within 336 hours (14 days) after the respective Committee ad hoc is dismissed or upon completion of its commissioned business.
6. All Interim Reports and other reports in Article 3 (1) shall be submitted to the Council Honorary Secretary by the deadline as required by the ICA Council or Council Chairperson.

## ***Section VI Association Documents***

### **Article 1 General**

1. The following documents shall be defined as Association Documents:
  - I. Annual Financial Report of the Association
  - II. Financial Budget of the Association
  - III. Nomination Forms of all Elections of the Association
  - IV. Bank statements of the Association
  - V. Publications and Publicities of the Association

### **Article 2 Publications and Publicities of the Association**

1. The following documents shall be defined as Publications and Publicities of the Association:
  - I. All publications of the Association
  - II. All publicities of the Association

## ***Section VII Independent Club Documents***

### **Article 1 Submission**

1. All Independent Clubs and Returning Officers shall submit the documents required in Article 2 to the Council Honorary Secretary before the dates stipulated in Article 2.
2. All Independent Clubs shall submit the documents in the formats required in Article 3.
3. The Independent Clubs shall submit hard copies of documents separately, without stapling more than one of them together.
4. All soft copies of the Nomination Forms of the same Election shall be submitted as one file.
5. The Independent Clubs shall submit the soft copies of documents in separate files, without combining more than one of them together.
6. Should any document be amended, the Independent Club shall submit the entire document together with the adopted amendments in one single file.

### **Article 2 Dates of submission**

1. All Independent Clubs shall submit the following documents before the commencement of the First ICA Council Meeting of the next session:
  - I. Annual Functional Report
  - II. Annual Financial Report
  - III. Year Plan
  - IV. Financial Budget
  - V. Bank Statements from 1<sup>st</sup> February of the previous year to 31<sup>st</sup> January of the current year
2. All Independent Clubs shall submit the Half-yearly Functional Report by 30<sup>th</sup> June of the session.
3. All Independent Clubs shall submit the following documents within 336 hours (14 days) after the end of a General Meeting:
  - I. Adopted Agenda of the General Meeting
  - II. Minutes of the General Meeting
4. All Independent Clubs shall submit the following documents within 336 hours (14 days) after the end of an Annual General Meeting:
  - I. Copy of Registration Form for Sub-organizations
  - II. Contact List of the newly elected executive committee
  - III. Adopted minutes of the Annual General Meeting of the previous session and Extraordinary General Meeting(s) of the current session (if any)
5. All Independent Clubs shall submit the following documents within 336 hours (14 days) after the end of a General Meeting if the following documents are amended in that General Meeting:
  - I. Constitution
  - II. Year Plan
  - III. Financial Budget

6. All Independent Clubs shall submit the Nomination Forms received within 336 hours (14 days) after the end of the respective Annual General Meeting or the Extraordinary General Meeting in which a By-election is held.
7. All Independent Clubs shall submit the updated Contact List of the executive committee within 336 hours (14 days) after the end of the Extraordinary General Meeting in which there is any change in the list of executive committee members and/or position(s) held by each executive committee member.
8. All Returning Officers shall submit the Form for Returning Officer in General Meeting and Quorum Sheet within 336 hours (14 days) after the end of a General Meeting.

### **Article 3 Formats of submission**

1. All of the following documents shall be submitted in hard copies:
  - I. Annual Functional Report
  - II. Annual Financial Report
  - III. Year Plan
  - IV. Financial Budget
  - V. ***(Repealed in 2016-2017 CM9)***
  - VI. Nomination Forms for every Election
  - VII. Form for Returning Officer in General Meeting
  - VIII. Quorum Sheet
  - IX. Bank Statements from 1<sup>st</sup> February of the previous year to 31<sup>st</sup> January of the current year
  - X. Copy of Registration Form for Sub-organizations
2. All of the following documents shall be submitted in soft copies in PDF format, unless otherwise stated:
  - I. Adopted Agenda of each General Meeting
  - II. Minutes of each General Meeting
  - III. Constitution (in both DOC and PDF formats)
  - IV. Annual Functional Report
  - V. Annual Financial Report (in XLS format)
  - VI. Year Plan
  - VII. Financial Budget (in XLS format)
  - VIII. Half-yearly Functional Report
  - IX. Nomination Forms for every Election
  - X. Contact List of the executive committee (in XLS format)
  - XI. Adopted minutes of the Annual General Meeting of the previous session and the Extraordinary General Meeting(s) of the current session (if any)
  - XII. Bank Statements from 1<sup>st</sup> February of the previous year to 31<sup>st</sup> January of the current year
  - XIII. Copy of Registration Form for Sub-organizations



## **Section VIII Storage of Documents**

### **Article 1 General**

1. All documents stored in the Council Library shall be named according to the Naming System stipulated in Appendix I.
2. All documents shall be stored according to the structure of the Council Library stipulated in Appendix II.
3. All hard copies of the previous five sessions and the current session shall be kept.
4. All soft copies shall be kept.
5. All soft copies of Nomination Forms of the same Election shall be kept as one file.
6. Documents shall be kept as separate files, without combining more than one of them together.
7. All documents shall only be kept in their latest version, with the exception of Important Documents.
8. Amended documents shall be kept as whole.
9. All soft copies shall be stored in PDF format, unless otherwise stated in Article 2.
10. For Publications and Publicities of the Association infeasible to be stored according to Article 1(9), they shall be stored by taking a photo (JPG format) or keeping a YouTube link.

### **Article 2 List of documents stored**

1. The following hard copies shall be stored
  - I. All Council Meeting Documents
  - II. The following Association Documents:
    - i. Annual Financial Report
    - ii. Financial Budget
    - iii. Nomination Forms of all Elections
    - iv. Bank statements
    - v. All publications
  - III. Forms for Returning Officer in General Meeting
  - IV. Quorum Sheets of General Meetings
  - V. The following documents submitted by Independent Clubs
    - i. Annual Functional Reports
    - ii. Annual Financial Reports
    - iii. Year Plans
    - iv. Financial Budgets
    - v. ***(Repealed in 2016-2017 CM9)***
    - vi. Nomination Forms of all Elections
    - vii. Copies of Registration Form for Sub-organizations
    - viii. Bank Statements
2. The following soft copies shall be stored

- I. Agenda of ICA Council Meetings
  - II. Minutes of ICA Council Meetings
  - III. Paper Sets of ICA Council Meetings
  - IV. Nomination Forms for all Elections of the Association
  - V. Council Correspondence
  - VI. All previous and updated versions of Important Documents
  - VII. All updated versions of Important Documents shall also be stored in DOC format.
  - VIII. All Committee Documents
  - IX. All Council Reports
  - X. All Association Documents
  - XI. Forms for Returning Officer in General Meeting of General Meetings
  - XII. Quorum Sheets of General Meetings
  - XIII. The following documents submitted by the Independent Clubs
    - i. Annual Functional Reports
    - ii. Annual Financial Reports (in XLS format)
    - iii. Year Plans
    - iv. Financial Budgets (in XLS format)
    - v. Half-yearly Functional Reports
    - vi. Adopted Agenda of General Meetings
    - vii. Minutes of the Annual General Meeting of the previous session and Extraordinary General Meeting(s) of the current session (if any) that are not yet adopted
    - viii. Adopted minutes of all other General Meetings
    - ix. Contact Lists of the executive committees (in XLS format)
    - x. Copies of Registration Form for Sub-organizations
    - xi. Updated constitutions (in DOC format)
    - xii. Nomination Forms of all Elections
    - xiii. Bank statements
    - xiv. Other reports (reports related to Finance shall be stored in XLS format)
3. Except with the permission of the Council Library Committee or any higher authorities, no documents other than those stipulated in Article 2 shall be stored in the Council Library.

## **Section IX Access Right to Documents**

### **Article 1 General**

1. Except for approved applications as following procedures stipulated in Article 3, each type of document shall only be accessible to the respective parties stipulated in Article 2.
2. With exception to the documents owned by the respective parties, all parties with access rights shall have the responsibility to properly store and view the documents accessible to them. They shall destroy the copies of documents they have kept after their access right is terminated.
3. With exception to the documents owned by the respective parties, all parties shall not distribute documents to anyone without access to those respective document(s) except permitted by the ICA Council as following procedures stipulated in Article 3. **(Amended in 2016-2017 CM9)**

### **Article 2 List of documents accessible to each party**

1. All Council Library documents shall be accessible to the Council Chairperson, the Council Honorary Secretary and all members of the Ex-co. **(Amended in 2016-2017 CM9)**
2. All Council Library documents submitted by an Independent Club shall be accessible to the executive committee members of that Independent Club.
3. All Council Library documents submitted by a Committee shall be accessible to all members of that Committee.
4. Except bank statements of the Association, all Council documents and Association documents shall be accessible to all Councilors and Official Observers of the ICA Council.
5. All Annual Functional Reports, Year Plans and Half-yearly Functional Reports submitted by the Independent Clubs shall be accessible to all members of Programme Committee.
6. All Annual Financial Reports and Financial Budgets submitted by the Independent Clubs shall be accessible to all members of Finance Committee. **(Amended in 2016-2017 CM9)**

### **Article 3 Application for access of documents**

1. All Councilors and Official Observers of the ICA Council and executive committee members of the Independent Clubs shall submit a formal application to the Council Honorary Secretary if they want to access hard copies. **(Amended in 2016-2017 CM9)**
2. The Council Chairperson and Council Honorary Secretary shall approve or reject applications stipulated in Article 3(1) jointly. All such decisions shall be endorsed by the ICA Council in the following ICA Council meeting. The ICA Council may revoke such approvals and enforce follow-up actions on the Council Chairperson, Council Honorary Secretary and other relevant parties in case they are considered as infringing the Constitution and/or Regulations of the Union and the Association, negligence of duties or unbecoming conduct during the approving process of such applications. **(Amended in 2016-2017 CM9)**
3. Parties except those respectively stipulated in Article 2 shall submit a formal application to the

ICA Council if they wish to access any Council Library documents. The ICA Council shall stipulate the duration and other relevant details of all such approved accesses. ***(Amended in 2016-2017 CM9)***

4. Shall any party with access rights to Council Library documents wishes to distribute such documents to parties without respective access rights, the party intending to do so shall submit a formal application to the ICA Council. The ICA Council shall stipulate the relevant recipient(s), duration, approved purpose(s) and other relevant details of all such approved distributions. ***(Amended in 2016-2017 CM9)***
5. The Council Chairperson or Council Honorary Secretary shall closely monitor applicants stipulated in Article 3(1) and Article 3(3) during the viewing of hard copies. ***(Amended in 2016-2017 CM9)***
6. The Council Chairperson or Council Honorary Secretary shall report to the ICA Council any alleged infringements of the Constitution, the Council Library Regulation and other Regulations of the Union and the Association. Such alleged infringements shall be discussed in the following ICA Council meeting. ***(Amended in 2016-2017 CM9)***
7. ***(Repealed in 2016-2017 CM9)***

### ***Section X Interpretation and Amendment of the Council Library Regulation (Amended in 2016-2017 CM9)***

1. The interpretation of the Council Library Regulation shall rest with the ICA Council. ***(Amended in 2016-2017 CM9)***
2. The Council Library Regulation shall only be amended or rescinded at an ICA Council Meeting with the consent of a two-thirds majority of present voting members of the ICA Council. ***(Amended in 2016-2017 CM9)***
3. A notice intimating the proposed amendment or recession shall be sent to all Councilors and Official Observers of the ICA Council at least 120 hours (five days) before the corresponding ICA Council Meeting.

## Appendix I Naming System

### Article 1 General

All documents, **except documents under the category of Important Documents and Guidelines issued by Committees**, shall follow the prescribed naming system of Regular Documents stated in Article 2.

Important Documents and Guidelines issued by Committees shall follow the naming systems in Article 3 and Article 4 respectively.

Important Documents and Guidelines issued by Committees not included in Articles 3 and 4 may be named as resolved by the Council Library Committee or any higher authorities.

### Article 2 Regular Documents

**ICACxxxx\_Council/Association's abbreviation/Committee's abbreviation/Ex-co member's abbreviation/Independent Club's abbreviation/Previous Independent Club's abbreviation  
\_document name\_document date\_number of pages**

ICACxxxx:

Session of the Council, e.g. ICAC1415

The session of the relevant document shall follow the nature of the document rather than the event where it is presented.

For example, the Year Plan of an Independent Club of Session 2015-2016 shall contain the prefix ICAC1516, though it is received and adopted in an Annual General Meeting, Session 2014-2015. The same applies to Copies of Registration Form for Sub-organizations and Financial Budgets.

Council/Association's abbreviation/ Committee's abbreviation/Ex-co member's

abbreviation/Independent Club's abbreviation/Previous Independent Club's abbreviation:

Source of the document, e.g. CRC

Please see the list of abbreviations in Article 5.

Document name:

Name of the document, e.g. AR

Please see the list of abbreviations in Article 5.

For Agendas, Minutes, Paper Sets, RO Forms, Quorum Sheets, the document name shall consist of two parts: the abbreviation of the Meeting and the abbreviation of the document nature, separated by a space bar. For example, the document name of the Agenda of the 4<sup>th</sup> Council Meeting shall be CM4 Agenda

For Nomination Forms, the document name shall consist of two parts: the abbreviation of the election and NForm. The abbreviation of the election shall either be AE (for Annual Election), or CMx/ECMx/EGMx BE (for By-election), where the previous part is the meeting at which the By-election takes place.

For documents, abbreviations of which are not included in the list of abbreviations, the full name of such documents shall be used e.g. Council Correspondence

Document date:

The basic document date shall be the date of last amendment in the format of yyyymmdd, e.g. 20150101

For documents which are officially received and adopted in a Council Meeting, a Committee Meeting or a General Meeting, the document date shall be yyyymmdd (Adopted on yyyymmdd), e.g. 20150101 (Adopted on 20150103)

For documents which are officially amended in a Council Meeting, a Committee Meeting or a General Meeting, the document date shall be yyyymmdd (Amendment adopted on yyyymmdd), e.g. 20150101 (Amendment adopted on 20150103)

Internal amendments without official adoption are not recorded in the Council Library.

Number of pages:

The total number of pages of the document, e.g. 15

For documents in XLS format, the number of sheets shall be taken as the number of pages.

Example:

The Paper Set of the 4<sup>th</sup> Council Meeting of the ICA Council, HKUSU, Session 2013-2014 shall be named: ICAC1314\_Council\_CM4 PSet\_20130301\_30

The Minutes of the Annual General Meeting of the Astronomy Club, HKUSU, Session 2013-2014 shall be named:

ICAC1314\_AST\_AGM Minutes\_20140218 (Adopted on 20150215)\_10

**Article 3 Naming system of Important Documents (*Amended in 2016-2017 CM9*)**

Constitution of the Association:

ICA\_Constitution\_Last Amended\_xxxx\_CMy/ECMy

Council By-law of the Council:

ICAC\_By-law\_Last Amended\_xxxx\_CMy/ECMy

Internal Regulation of the Association:

ICA\_Internal Regulation\_Last Amended\_xxxx\_CMy/ECMy

Financial Regulation of the Association:

ICA\_Financial Regulation\_Last Amended\_xxxx\_CMy/ECMy

Affiliation Regulation of the Association:

ICA\_Affiliation Regulation\_Last Amended\_xxxx\_CMy/ECMy

Council Library Regulation of the Council:

ICAC\_Council Library Regulation\_Adopted\_xxxx\_CMy/ECMy

ICAC\_Council Library Regulation\_Last Amended\_xxxx\_CMy/ECMy

Important Motions of the Council

ICAC\_Important Motions\_document date\_number of pages

CMY/ECMy: The Council Meeting where the last amendment was made.

Document Date and number of pages shall be defined following that as in Article 2.

Independent Clubs' Constitutions:

Independent Club's Abbreviation\_Constitution\_Adopted\_xxxx\_GM1

Independent Club's Abbreviation\_Constitution\_Last Amended\_xxxx\_AGM/EGMx

Previous Independent Clubs' Constitutions:

Previous Independent Club's Abbreviation\_Constitution\_Adopted\_xxxx\_GM1

Previous Independent Club's Abbreviation\_Constitution\_Last Amended\_xxxx\_AGM/EGMx

xxxx: The session where the last amendment was made.

AGM/EGMy: The General Meeting where the last amendment was made.

**Article 4 Naming system of Guidelines issued by Committees**

Guidelines for General Meetings for Independent Clubs:

ICA\_GM Guidelines\_Last Amended\_xxxx\_CRC CMY/CRC ECMy

Guidelines for Returning Officers of General Meetings:

ICA\_RO Guidelines\_Last Amended\_xxxx\_CRC CMY/CRC ECMy

List of Examples for the Naming of Council Library Documents:

ICAC\_Council Library Doc Naming Examples\_Adopted\_xxxx\_CLC CMY/CLC ECMy

ICAC\_Council Library Doc Naming Examples\_Last Amended\_xxxx\_CLC CMY/CLC ECMy

xxxx: The session where the last amendment was made.

CRC CMY/CRC ECMy/CLC CMY/CLC ECMy: The Committee Meeting where the last amendment was made.

**Article 5 List of abbreviations (*Amended in 2016-2017 CM9*)**

Association's Abbreviation	
Independent Clubs Association	ICA

Executive Committee Members' Abbreviation	
President	P
Internal Vice President	IVP
External Vice President	EVP
General Secretary	GS



Financial Secretary	FS
Programme Secretary (2 seats)	PS1
	PS2
Publications and Publicity Secretary	PPS

Independent Clubs' Abbreviation	
AIESEC-LC-HKU, HKUSU	AIE
Astronomy Club, HKUSU	AST
Buddhist Studies Society, HKUSU	BSS
Catholic Society, HKUSU	CAT
China Education Association, HKUSU	CEA
China Study Society, HKUSU	CSS
Christian Association, HKUSU	CA
Christian Choir, HKUSU	CC
Computer Society, HKUSU	COM
Golden Z Club, HKUSU	GOZ
Greenwoods, HKUSU	GW
Investment Society, HKUSU	INV
LifePlanet, HKUSU	LP
Muslim Students' Association, HKUSU	MSA
Rotaract Club, HKUSU	RAC
Social Service Group, HKUSU	SSG
The Hong Kong Award for Young People, HKUSU	AYP
The Ramblers' Club, HKUSU	RAM
Weapons and Tactics Association, HKUSU	WTA
World University Service, HKUSU	WUS

Previous Executive Committee Members' Abbreviation	
Programme Secretary	PS

Previous Independent Clubs' Abbreviation	
Biology Society, HKUSU	BIOL
Fishing Club, HKUSU	FISH
World Collegiate Association for the Research of Principles – Hong Kong, HKUSU	WCARP

Committees' Abbreviation	
Constitution Review Committee	CRC
Disciplinary Committee	DC
Finance Committee	FC
Programme Committee	PC
Council Library Committee	CLC
Orientation Committee	OC
ICA Carnival Committee	ICC
ICA Festival Committee	IFC
Orientation Publications and Publicity Committee	OPPC
Union Building Relocation Working Group	UBRWG
Meetings' Abbreviation (The order of the meeting will be immediately added after the abbreviation of the meeting, with the exception of AGM and GM1)	

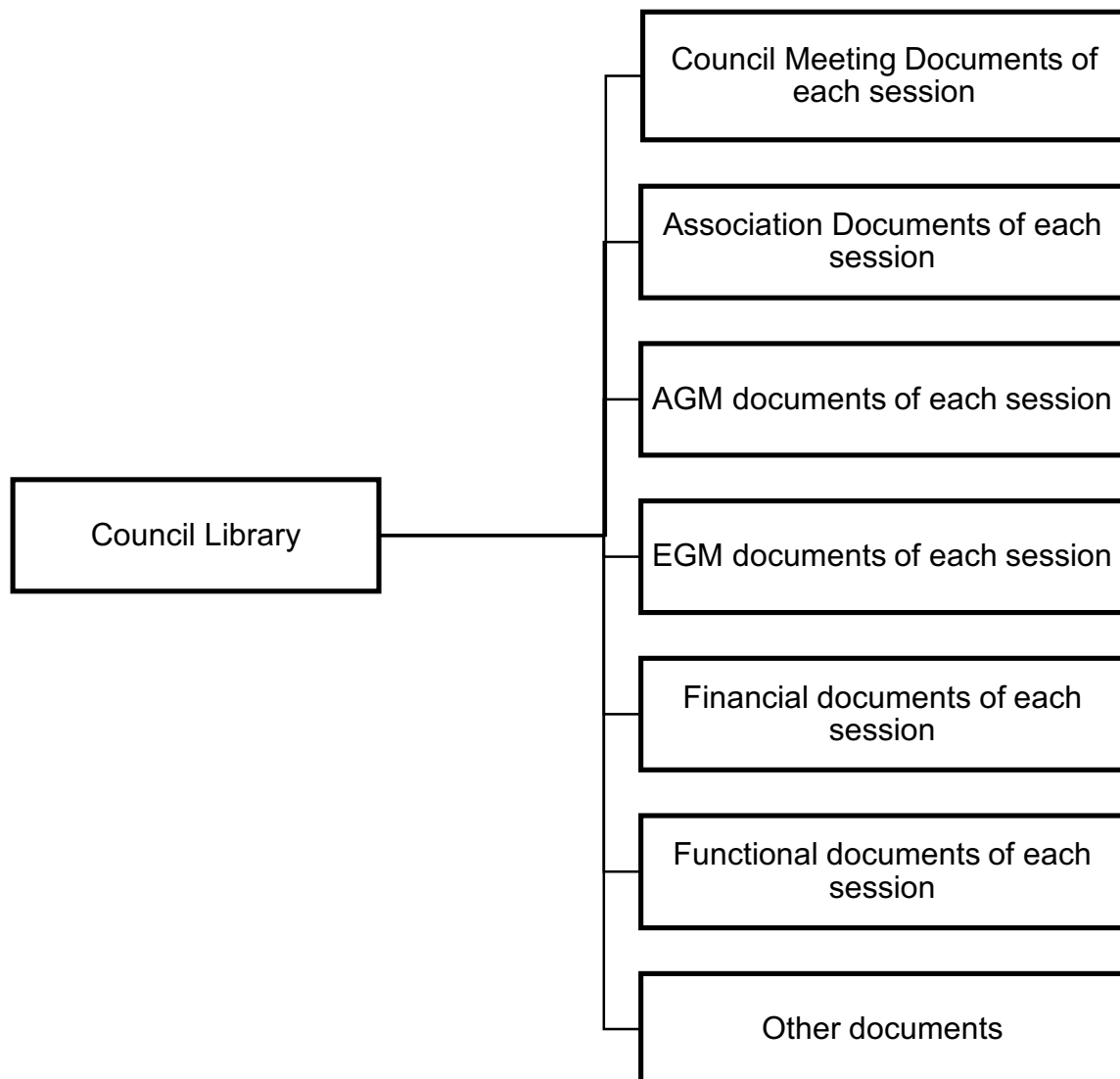
Council Meeting	CM
Emergency Council Meeting	ECM
Committee Meeting	CM
Emergency Committee Meeting	ECM
Annual General Meeting	AGM
Extraordinary General Meeting	EGM
First General Meeting	GM1

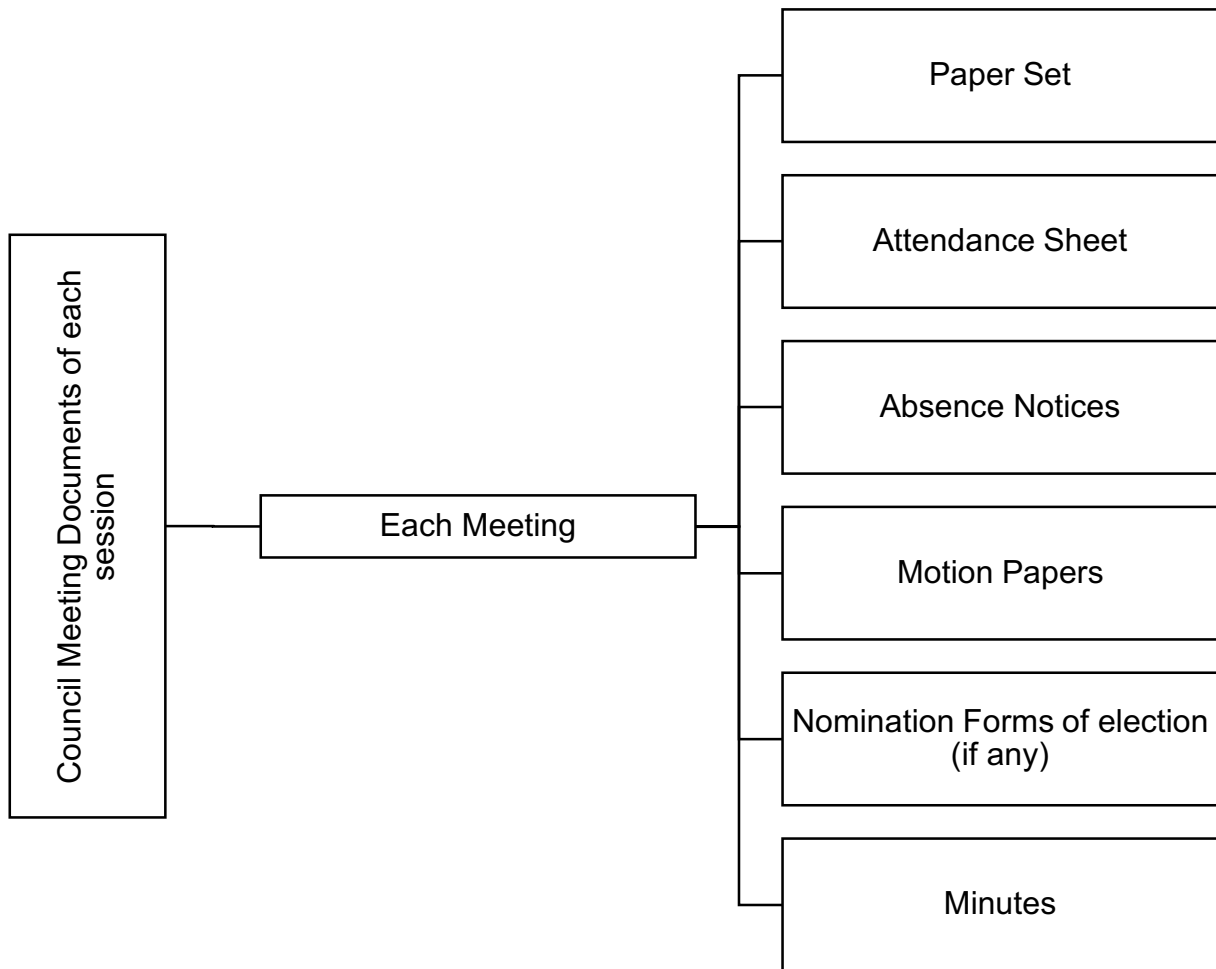
Elections' Abbreviation	
Annual Election	AE
By-Election (at a Meeting)	BE

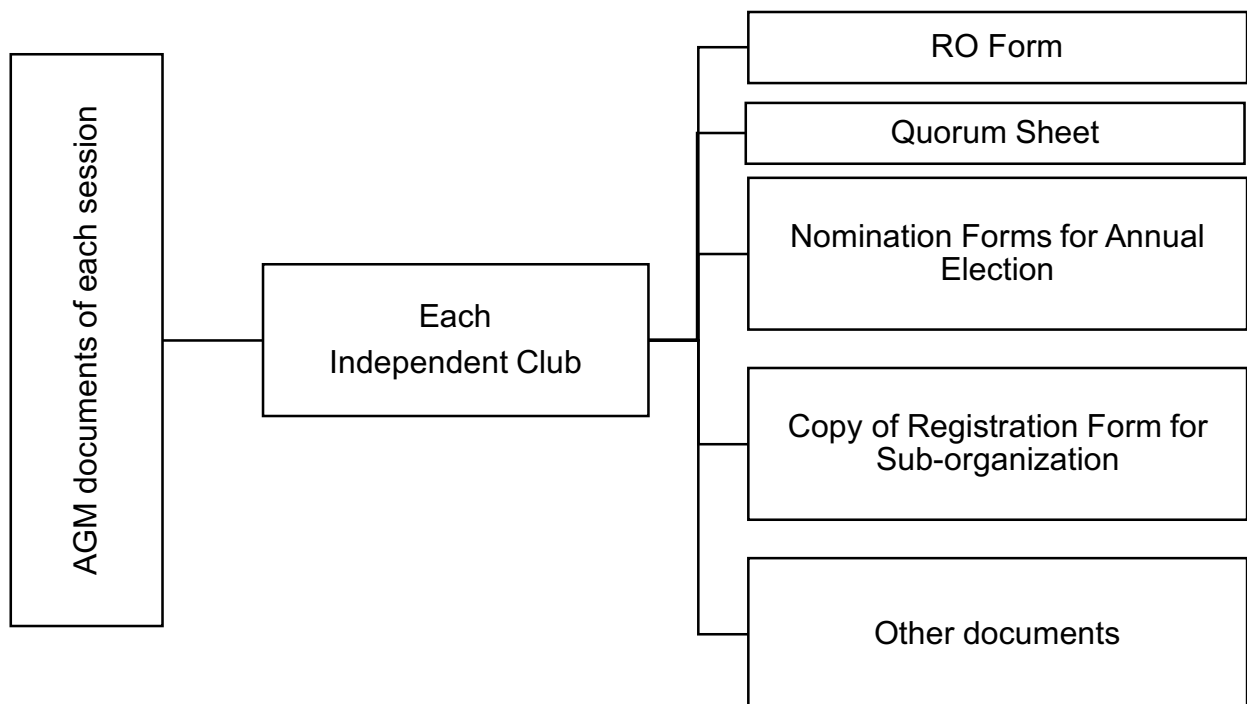
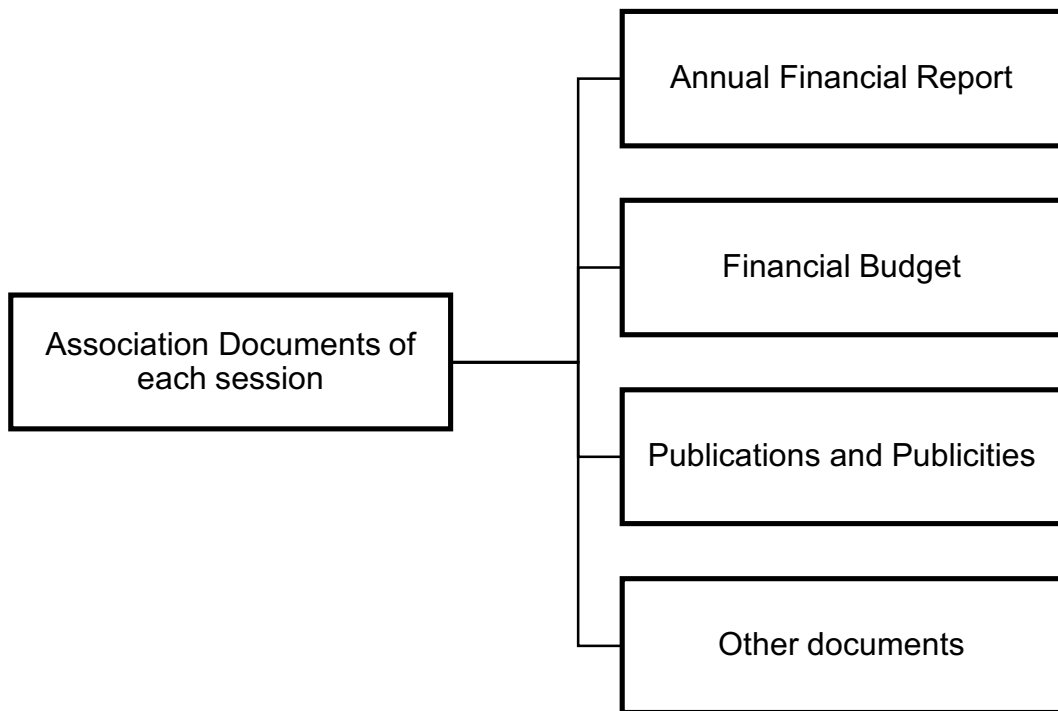
Common documents names' abbreviation	
Agenda (of a Meeting)	Agenda
Minutes (of a Meeting)	Minutes
Paper Set (of a Meeting)	PSet
Terms of Reference	TR
Annual Report	AR
Half-yearly Report	HYR
Interim Report	IR
Report by a Committee upon completion of its business or within two weeks after the dismissal	DR
Nomination Form (of an Election)	NForm
Contact List	CList
Copy of Registration Form for Sub-organizations	SUForm
Bank Statements	BS
Form for Returning Officer in General Meeting (of a Meeting)	ROForm
Quorum Sheet (of a Meeting)	QSheet
Annual Functional Report	AFUNR
Annual Financial Report	AFINR
Year Plan	YP
Financial Budget	BG
Half-yearly Functional Report	HYFUNR

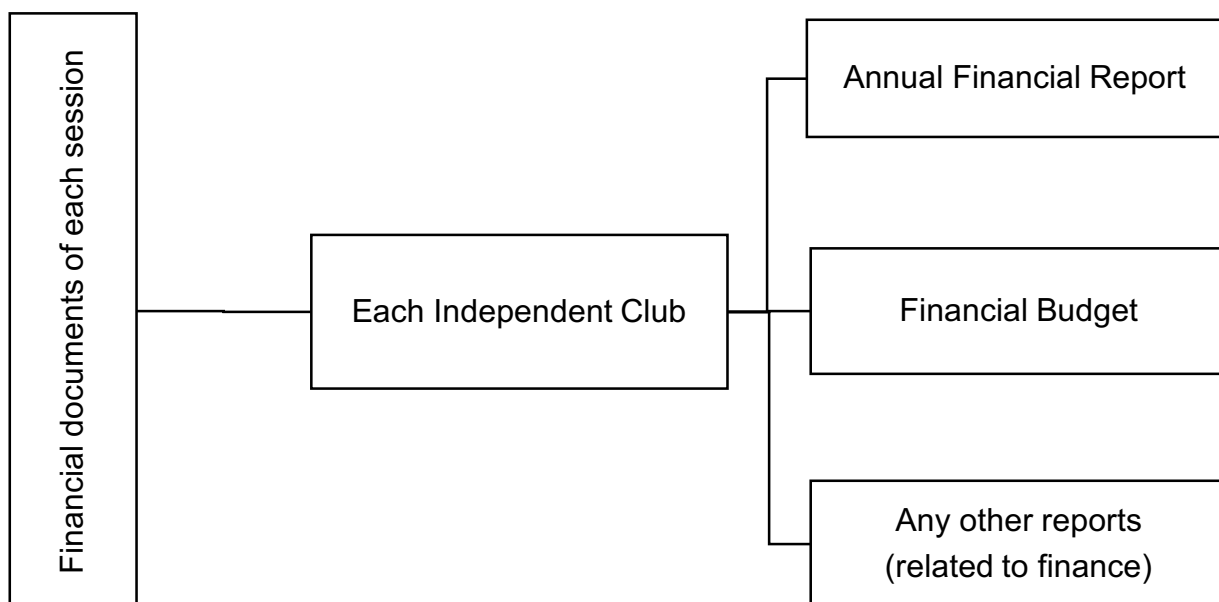
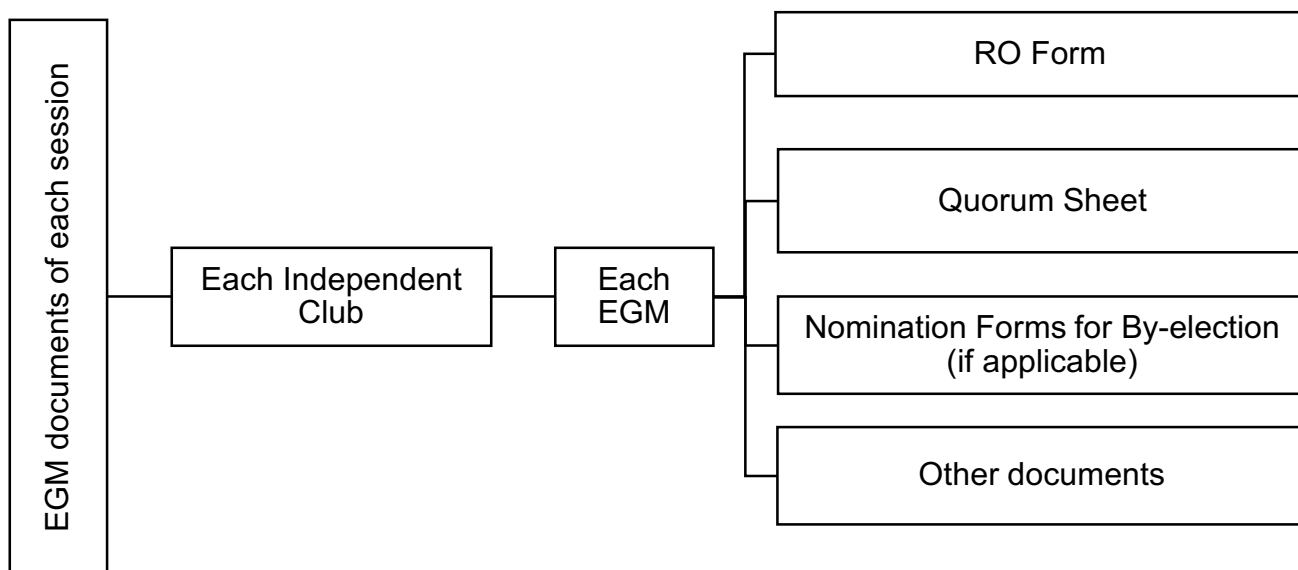
## Appendix II Structure of the Council Library

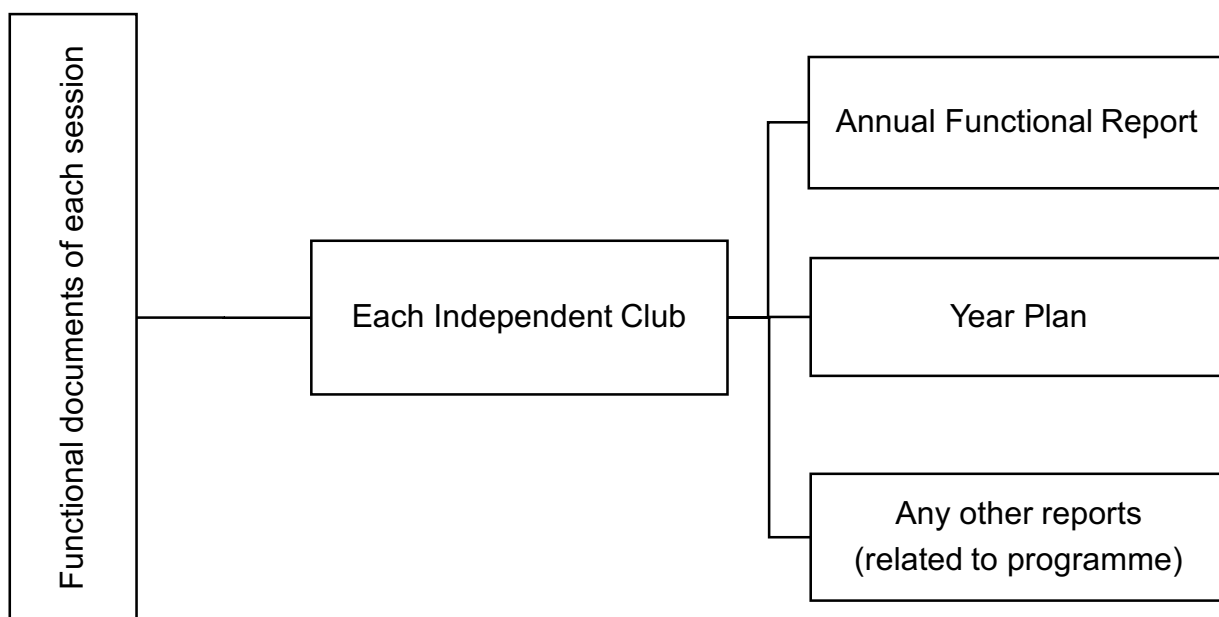
### Article 1 Hard copies (*Amended in 2016-2017 CM9*)











**Article 2 Soft copies (*Amended in 2016-2017 CM9*)**

