

The Affiliation Regulation of The Hong Kong University Students' Union Independent Clubs Association

Enactment History

1st March 2010 [CM1] Amended from Affiliation Application Guideline

17th January 2011 [CM11] Amended

30th August 2018 [CM6] Amended

Section I Interpretation

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Section I Interpretation (Amended in 2018-2019 CM6)

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

<i>Term</i>	<i>Meaning</i>
"the Association"	"The Hong Kong University Students' Union Independent Clubs Association"
"the Union"	"The Hong Kong University Students' Union"
"Independent Club(s)"	"Any club(s) affiliated to the Union through the Association"
"ICA Council"	"The Hong Kong University Students' Union Independent Clubs Association Council"
"Constitution Review Committee"	"Constitution Review Committee of ICA Council"
"Disciplinary Committee"	"Disciplinary Committee of ICA Council"
"Finance Committee"	"Finance Committee of ICA Council"
"Programme Committee"	"Programme Committee of ICA Council"
"Union Council"	"The Hong Kong University Students' Union Council"
"UC Constitution Review Committee"	"Constitution Review Committee of Union Council"
"Union Constitution"	"Constitution of the Union"
"ICA Constitution"	"Constitution of the Association"

Section II General

1. The purpose of this Regulation is to provide basis for the matters of affiliation and its revocation in the Association.
2. This Regulation shall apply to all Independent Clubs, and any organization proposing to affiliate to the Union through the Association.

Section III Affiliation

Article 1 Conditions

1. Affiliation of Independent Clubs to the Union through the Association shall be in direct affiliation status. **(Appended in 2010-2011 CM11)**
2. Any proposed Independent Club which once has its direct affiliation to the Union through the Association granted, shall enjoy the status of a directly affiliated sub-organization of the Union and abided by the Union Constitution and other regulations. **(Appended in 2010-2011 CM11)**
3. Any proposed Independent Club applying for affiliation to the Union shall have its asset and finance all under the ownership of the Union once the affiliation is granted. **(Appended in 2010-2011 CM11)**
4. Any Independent Club which has its affiliation to the Union terminated shall no longer be a member of the Association and the Union. **(Amended in 2010-2011 CM11)**
5. Any Independent Club which has its affiliation to the Union terminated shall have its all asset and finance taken over by the Union. **(Amended in 2010-2011 CM11)**
6. All connected organizations of the proposed Independent Club shall be revealed during the application process and stated explicitly in its proposed constitution as instructed by Constitution Review Committee. **(Appended in 2010-2011 CM11)**
7. Shall there be any discrepancy found between the facts and information submitted during the application process, the Constitution Review Committee shall consider recommending a revocation of affiliation. **(Appended in 2010-2011 CM11)**

Article 2 Criteria under consideration

1. Any (proposed) Independent Club applying for either partial or full affiliation shall satisfy the following criteria:
 - I. It shall have run for at least 2 consecutive years. **(Appended in 2018-2019 CM6)**
 - II. It shall be of a lawful nature.
 - III. Any of its connected organizations shall in no circumstance attempt to interfere the (proposed) Independent Club with its programme, finance, routine operations and administrative decisions. **(Appended in 2010-2011 CM11)**
 - IV. Any of its connected organizations shall in no circumstance attempt to interfere with the

domestic affairs of the Union.

- V. At least one of its constitutional purposes shall be to promote the interests of the Full Members of the Union.
 - VI. Its membership shall be opened to all Full Members of the Union.
 - VII. Its constitutional purposes shall not, to a large extent, overlap with any of the existing sub-organizations affiliated to the Union.
 - VIII. It shall be able to prove it can secure a sound financial status. It shall be assessed by Finance Committee.
 - IX. Its programmes shall satisfy its constitutional purposes. It shall be assessed by Constitution Review Committee and Programme Committee. **(Amended in 2010-2011 CM11)**
 - X. Its nature shall be distinguishable from the Faculty Societies and their affiliated Academic Societies, Hall Associations, Sports Clubs and Cultural Clubs affiliated to the Union. **(Amended in 2010-2011 CM11)**
 - XI. Any other relevant factors which ICA Council, Constitution Review Committee, Disciplinary Committee, Finance Committee or Programme Committee deems fit. **(Amended in 2010-2011 CM11)**
2. Any Independent Club applying for full affiliation shall satisfy the following criteria:
 - I. It shall not be in violation of any constitution, by-law and regulations of the Union and the Association in duration of no less than two years before the application. **(Amended in 2010-2011 CM11)**
 - II. It shall not be in violation of any resolution of ICA Council and Union Council in duration of no less than two years before the application. **(Amended in 2010-2011 CM11)**
 - III. Any other relevant factors which ICA Council, Constitution Review Committee, Disciplinary Committee, Finance Committee or Programme Committee deems fit. **(Amended in 2010-2011 CM11)**

Article 3 Procedure of application for partial affiliation

1. Any 40 Full Members of the Union desirous of forming an Independent Club and have run for at least 2 consecutive years may apply for partial affiliation to the Union through the Association. **(Amended in 2018-2019 CM6)**
2. When applying for partial affiliation, a proposed Independent Club shall submit the following documents to the Chairperson of Constitution Review Committee and any Executive Committee Members of the Association. **(Amended in 2018-2019 CM6)**
 - a. proposed constitution
 - b. membership list, including full names, University numbers (UIDs), corresponding contact numbers and email addresses of its members
 - c. list of executive committee members, including full names, University numbers (UIDs), corresponding contact numbers and email addresses

- d. year plan, financial budget and annual reports (or equivalent) of the past two sessions
 - e. year plan, financial budget of the current session
 - f. relevant documents concerning its relationship with its connected organization (if any)
 - g. any relevant documents as instructed by the Constitution Review Committee or the ICA Council
3. The application will be scrutinized by Constitution Review Committee, Finance Committee and Programme Committee. **(Amended in 2010-2011 CM11)**
 4. With the recommendation of Constitution Review Committee, on behalf of Finance Committee and Programme Committee, the application will proceed to the UC Constitution Review Committee *after the approval of ICA Council.* **(Amended in 2018-2019 CM6)**
 5. After the approval of UC Constitution Review Committee, a General Meeting shall be convened within eight weeks. **(Amended in 2018-2019 CM6)**
 - a. The general meeting shall be chaired by a member of Constitution Review Committee, with the presence of a Returning Officer appointed by Council Chairperson.
 - b. The following agenda shall be discussed:
 - I. To receive and adopt the agenda
 - II. To receive and adopt the constitution of the proposed Independent Club
 - III. To elect the executive committee members of the first session **(Amended in 2018-2019 CM6)**
 - IV. To receive and adopt the Year Plan and Financial Budget **(Amended in 2018-2019 CM6)**
 - V. To appoint any of the chairperson or vice-chairperson(s) (or equivalent) to be the Representative of the Club in the ICA Council with effect from the approval of The Hong Kong University Students' Union Council. **(Appended in 2018-2019 CM6)**
 - VI. To authorize the newly elected Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the proposed Independent Club jointly
 - VII. Any Other Business
 6. ICA Council shall then consider adopting the Constitution of the proposed Independent Club and recommending a partial affiliation to the UC Constitution Review Committee. **(Amended in 2018-2019 CM6)**
 7. The application will proceed to the Union Council for adoption. **(Appended in 2010-2011 CM11)**
 8. The final decision shall rest to the Union Council with the recommendation of ICA Council.

Article 4 Procedure of application for full affiliation

1. Any Independent Club which has been partially affiliated to the Union in duration of no less than two years may apply for full affiliation. **(Amended in 2010-2011 CM11)**
2. When applying for full affiliation, the Independent Club shall submit the following documents to

the Chairperson of Constitution Review Committee and any Executive Committee Members of the Association. **(Amended in 2018-2019 CM6)**

- a. Constitution
 - b. membership list, including full names, University numbers (UIDs), corresponding contact numbers and email addresses of its members
 - c. list of executive committee members, including full names, University numbers (UIDs), corresponding contact numbers and email addresses
 - d. year plan, financial budget and annual reports (or equivalent) of the past two sessions
 - e. year plan, financial budget of the current session
 - f. relevant documents concerning its relationship with its connected organization (if any)
 - g. any relevant documents as instructed by the Constitution Review Committee or the ICA Council
3. The application will be scrutinized by Constitution Review Committee, Disciplinary Committee Finance Committee and Programme Committee. **(Amended in 2010-2011 CM11)**
 4. With the recommendation of Constitution Review Committee, on behalf of Disciplinary Committee, Finance Committee and Programme Committee, ICA Council shall consider recommending a full affiliation to the UC Constitution Review Committee. **(Amended in 2018-2019 CM6)**
 5. The application will proceed to the Union Council for adoption. **(Appended in 2018-2019 CM6)**
 6. The final decision shall rest to the Union Council with the recommendation of ICA Council.

Section IV Degradation and Disaffiliation

Article 1 Criteria under consideration

1. The following criteria shall be taken into account when considering the degradation or disaffiliation of an Independent Club:
 - I. The severity of the gross violations and grievances;
 - II. Its performance in the pursuance of its constitutional purposes;
 - III. Its future prospect; and
 - IV. Any other relevant factors which ICA Council, Constitution Review Committee, Disciplinary Committee, Finance Committee or Programme Committee deems fit. ***(Amended in 2010-2011 CM11)***
2. Any fully affiliated Independent Club meeting the following conditions shall be considered a degradation to partial affiliation:
 - I. It has been in violation of any constitution, by-law or regulations of the Union and the Association, or any resolution of ICA Council and Union Council; or
 - II. It no longer satisfies with the affiliation criteria stipulated in Section III Article 2.
3. Any fully affiliated Independent Club meeting the conditions stipulated in Section IV Article 1 (2) shall be placed as partially affiliated status under observation in duration of no less than two years, before it may further be subjected to the disaffiliation which requires a distinctive cause of action. ***(Amended in 2010-2011 CM11)***
4. Any Independent Club which has partially affiliated to the Union in duration of over two years may have its affiliation to the Union terminated. ***(Amended in 2010-2011 CM11)***
5. It is recommended any partially affiliated Independent Club meeting BOTH of the following conditions for over two years shall have its affiliation to the Union terminated: ***(Amended in 2010-2011 CM11)***
 - I. Its number of Full Member is less than the number stipulated in the ICA Constitution.
 - II. Its size of executive committee is smaller than the requirement stipulated in the ICA Constitution.

Article 2 Procedure of degradation and disaffiliation

1. Constitution Review Committee, on behalf of Disciplinary Committee, Finance Committee and Programme Committee, shall bring the attention of ICA Council to an Independent Club which meets the conditions stipulated in Section IV Article 1 (2). ***(Amended in 2010-2011 CM11)***
2. ICA Council shall decide with recommendation of Constitution Review Committee, Disciplinary Committee, Finance Committee and Programme Committee. ***(Amended in 2010-2011 CM11)***
3. The resolution of ICA Council will be proposed to the UC Constitution Review Committee for discussion before it is put to the Union Council. ***(Amended in 2018-2019 CM6)***
4. The final decision shall rest to the Union Council with the recommendation of ICA Council.

Section V Interpretation and Amendment of the Regulation (Appended in 2010-2011 CM11)

1. The interpretation of this Regulation shall rest to ICA Council.
2. This Regulation shall not be amended except by a motion carried with a two-thirds majority at the corresponding ICA Council meeting.
3. A notice intimating the proposed amendment or recession shall be sent 120 hours (five days) before the corresponding ICA Council meeting.