

香港大學學生會學社聯會內務守則

修訂紀錄

2007年2月28日修訂

2010年5月31日（第四次評議會會議）修訂

2010年7月6日（第六次評議會會議）修訂

2010年10月13日（第八次評議會會議）修訂

2011年2月16日（第十二次評議會會議）修訂

2011年6月17日（第四次評議會會議）修訂

2012年2月24日（第四次緊急評議會會議）修訂

2014年8月25日（第七次評議會會議）修訂

2016年10月18日（第七次評議會會議）修訂

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 - 丙、 學社聯會公用設施使用守則
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甲、定義（2016-2017 第七次評議會會議修訂）

- 一、 「學生會」 即香港大學學生會
- 二、 「學社聯會」 即香港大學學生會學社聯會
- 三、 「學社聯會評議會」 即香港大學學生會學社聯會評議會
- 四、 「屬會」 即所有經由香港大學學生會學社聯會附屬於香港大學學生會的屬會
- 五、 「會房」 即香港大學學生會學社聯會及文化聯會會房
- 六、 「中央資源」 即香港大學學生會學社聯會中央資源
- 七、 「內務守則」 即香港大學學生會學社聯會內務守則

乙、「會房」使用守則（2016-2017 第七次評議會會議修訂）

- 一、 進行會務者有使用會房的優先權。（2011-2012 第四次緊急評議會會議修訂）
- 二、 不得干擾其他會房使用者。（2011-2012 第四次緊急評議會會議修訂）
- 三、 不准吸煙及賭博。
- 四、 不准攜帶危險品。

- 五、 保持地方清潔。
- 六、 不准製造噪音。
- 七、 除學社聯會幹事批准外，禁止將公用物品搬離會房。**(2016-2017 第七次評議會會議修訂)**
- 八、 不可移動或調動會櫃。若屬會需移動會櫃以外的公用物品，必須於用畢後放回原處。**(2016-2017 第七次評議會會議修訂)**
- 九、 除學社聯會幹事批准外，屬會不得於走廊通道長期擺放雜物。**(2016-2017 第七次評議會會議修訂)**
- 十、 若屬會欲臨時放置物品於走廊通道，必須遵守以下規定：**(2016-2017 第七次評議會會議修訂)**
 - 1. 於擺放前至少 120 小時 (5 日) 向學社聯會幹事作書面或電郵申請；
 - 2. 時期不得多於 4 星期。
- 十一、 除進出會房或搬動物品外，會房房門必須保持關閉。**(2016-2017 第七次評議會會議新增)**
- 十二、 除乙十三條另有規定外，會房只供屬會、學社聯會幹事、學社聯會評議會主席和學社聯會評議會榮譽秘書使用，非屬會幹事必須於屬會幹事或學社聯會幹事陪同下方可進入及使用會房。**(2016-2017 第七次評議會會議修訂)**
- 十三、 任何非屬會幹事之人士如需要獲取獨立進入及使用會房之權限，必須得到學社聯會評議會或更高權力機關批准。獲批准上述權限者不得帶同其他未獲授權之人士進入會房。**(2016-2017 第七次評議會會議修訂)**
- 十四、 屬會必須為於會房內因其疏忽而引起的任何損失負上全部責任，學社聯會幹事會和學社聯會評議會紀律委員會一概不會為此負責。其負責形式必須由學社聯會評議會紀律委員會或更高權力機關決定。**(2016-2017 第七次評議會會議修訂)**

丙、學社聯會公用設施使用守則

- 一、 **(2010-2011 第六次評議會會議廢除)**
- 二、 儲物籠 (位於黃克競樓停車場五樓)
 - 1. 除學社聯會幹事的書面或電郵批准外，屬會不得擅自將物件放置在儲物籠內。**(2016-2017 第七次評議會會議修訂)**
 - 2. 屬會如需借用儲物籠，必須以書面或電郵形式於放置前至少 48 小時向學社聯會幹事申請。借用時期不得多於 6 個月。**(2016-2017 第七次評議會會議修訂)**
 - 3. 屬會不得把物件放置於指定地方之外。
 - 4. 屬會必須於借用期完畢前移離放置於儲物籠之物件，否則學社聯會幹事將自行處理而不作個別通知。**(2016-2017 第七次評議會會議修訂)**
 - 5. 屬會必須於借用儲物籠時向學社聯會幹事遞交一份物件清單，列明所放置物件之名稱、種類及數量，並於該物件上加上其屬會名稱以茲識別。

6. 申請獲批准後，屬會會接獲由學社聯會幹事發出之書面或電郵通知書。

(2011-2012 第四次評議會會議修訂)

7. 屬會進入儲物籠時應由學社聯會幹事陪同。

三、 *(2011-2012 第四次緊急評議會會議廢除)*

四、 會房臨時儲物櫃 *(2016-2017 第七次評議會會議新增)*

1. 除學社聯會幹事的書面或電郵批准外，屬會不得擅自將物件放置在臨時儲物櫃內。

2. 屬會如需借用臨時儲物櫃，必須以書面或電郵形式於放置前至少 48 小時向學社聯會幹事申請，並註明其用途。借用時期不得多於兩個月。

3. 屬會須把物件放置於臨時儲物櫃之內。

4. 屬會必須於借用期完畢前移離放置於臨時儲物櫃之物件，否則學社聯會幹事將自行處理而不作個別通知。

5. 申請獲批准後，屬會會接獲由學社聯會幹事發出之書面或電郵通知書。

6. 屬會必須於借用期完畢前歸還臨時儲物櫃之鑰匙予學社聯會幹事。

丁、借用「中央資源」*(2016-2017 第七次評議會會議修訂)*

一、 除學社聯會幹事批准外，屬會不得擅自使用各類中央資源（如鐵架）。

(2016-2017 第七次評議會會議修訂)

二、 屬會如需借用中央資源，必須以書面或電郵形式於借用前至少 48 小時向學社聯會幹事申請。屬會於借用物品時必須說明借用物品之類別、數目及借用時期。

(2016-2017 第七次評議會會議修訂)

三、 申請獲批准後，屬會會接獲由學社聯會幹事發出之書面或電郵通知書。

(2011-2012 第四次評議會會議新增)

四、 所有物品必須於學社聯會幹事陪同下借出及交還。*(2011-2012 第四次評議會會議修訂)*

五、 *(2010-2011 第六次評議會會議廢除)*

戊、違反「內務守則」之處分及上訴程序

一、 任何屬會如違反「內務守則」，學社聯會評議會紀律委員會可考慮其嚴重性執行下列處分，並向有關屬會發出處分通知：*(2016-2017 第七次評議會會議修訂)*

1. 口頭警告；

2. 書面警告；

3. 建議學生會行政秘書禁止其使用學生會及校方之一切設施，時期最高可至 1 個月，執行日由學社聯會評議會紀律委員會決定；及／或

4. 罰款港幣最多 10,000 元正。

二、 如有需要，在考慮處分時，學社聯會評議會紀律委員會可向學社聯會評議會尋求建議。*(2016-2017 第七次評議會會議修訂)*

三、 上訴程序：（2011-2012 第四次緊急評議會會議修訂）

1. 有關屬會可於收到處分通知後 3 日內向學社聯會評議會紀律委員會主席提出上訴。上訴費用為港幣 100 元正。若上訴得直，上訴費用會被退還。若上訴失敗，上訴費用歸學社聯會幹事會。（2016-2017 第七次評議會會議修訂）
2. 學社聯會評議會紀律委員會須於接獲上訴個案的 336 小時（14 日）內召開會議。（2016-2017 第七次評議會會議修訂）
3. 學社聯會評議會紀律委員會須於會議最少 24 小時前向學社聯會評議會紀律委員會委員、上訴人、答辯人及其他有關人士發出會議議程。（2016-2017 第七次評議會會議修訂）
4. 學社聯會評議會紀律委員會未有定案前，屬會不需接受任何處分。
5. 學社聯會評議會紀律委員會須向學社聯會評議會報告上訴個案之決定及處分。

己、「內務守則」之修訂（2016-2017 第七次評議會會議修訂）

- 一、 內務守則之修訂必須先後由學社聯會評議會紀律委員會提出修訂建議及於學社聯會評議會會議以三分之二大多數票通過。
- 二、 修訂建議須在學社聯會評議會會議最少 120 小時（5 日）前公佈。

庚、「內務守則」之解釋（2016-2017 第七次評議會會議修訂）

- 一、 內務守則之解釋權歸學社聯會評議會紀律委員會所有。
- 二、 如內務守則的中文版本與英文版本有任何差異，皆以中文版本為準。

附錄一、屬會儲物指引（2016-2017 第七次評議會會議修訂）

- 一、 屬會儲物指引僅屬建議性質。
- 二、 屬會應以以下途徑適當處理物資：
 1. 出版刊物
 - 應處置兩年內未曾派發之出版刊物
 - 可保留每類各兩份作參考用途
 2. 福利品
 - 應處置兩年內未曾派發之福利品
 3. 裝飾用品
 - 應處置兩年內未曾使用之裝飾用品
 4. 宣傳物品
 - 應處置一年內未曾派發之宣傳物品
 - 可保留每類各兩份作參考用途
 5. 日常用品
 - 應處置一年內未曾使用之日常用品
 6. 館藏物品
 - 應處置五年內沒有借出的館藏物品
 7. 有特別收藏價值之物品
 - 如屬會欲長期儲存有特別收藏價值之物品，應預先向學社聯會評議會紀律委員會作書面或電郵備案
- 三、 處置物資的途徑包括但不限於：
 1. 送到香港大學檔案中心
 2. 回收
 3. 出售（屬會如在應處置該物品的 1 年後仍未能出售有關物品，則應以出售以外的方式處置物品）
 4. 棄置

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

Enactment History

28th February 2007 Amended

31st May 2010 [CM4] Amended

6th July 2010 [CM6] Amended

13th October 2010 [CM8] Amended

16th February 2011 [CM12] Amended

17th June, 2011 [CM4] Amended

24th February, 2012 [ECM4] Amended

25th August, 2014 [CM7] Amended

18th October, 2016 [CM7] Amended

A. Terminology

B. Regulation for the Use of Society Room

C. Regulation for the Use of Independent Clubs Association Public Facilities

D. Booking of Central Resources

E. Penalties for the infringement of the Internal Regulation and the Appeal Procedures

F. Amendments to the Internal Regulation

G. Interpretation of the Internal Regulation

Appendix I Storing Policy of Clubs

A. Terminology (Amended in 2016-2017 CM7)

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

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

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|----|-----------------------|---|
| 6. | “Central Resources” | “The Hong Kong University Students’ Union Independent Clubs Association Central Resources” |
| 7. | “Internal Regulation” | “The Internal Regulation of the Hong Kong University Students’ Union Independent Clubs Association” |

B. Regulations for the Use of Society Room

1. Clubs performing activities related to the affairs of Clubs have the priority to use the Society Room. **(Amended in 2010-2011 ECM4)**
2. No disturbance should be made to the Society Room users. **(Appended in 2010-2011 ECM12)**
3. Smoking and gambling are not allowed.
4. Dangerous articles shall not be brought to the Society Room.
5. The Society Room shall be kept clean and tidy. **(Amended in 2016-2017 CM7)**
6. Undesired noises are not allowed.
7. Public resources shall not be removed from or added to the Society Room without prior approval from ICA Executive Committee member(s). **(Amended in 2016-2017 CM7)**
8. Lockers shall not be moved or rearranged. Clubs are required to return all public resources to the original place after usage. **(Amended in 2016-2017 CM7)**
9. Unless approval is obtained from ICA Executive Committee member(s), Clubs shall not place their belongings in the corridor. **(Amended in 2010-2011 ECM4)**
10. If a Club would like to use the corridor as temporary storage, it shall:
 - i. submit a written or an email request to the ICA Executive Committee member(s), at least 5 days before the proposed usage; and
 - ii. not propose a period of usage for more than 4 weeks. **(Amended in 2016-2017 CM7)**
11. The doors of the Society Room shall remain closed except for entering, leaving or transportation of resources. **(Appended in 2016-2017 CM7)**
12. Subject to Article B13, only Clubs, ICA Executive Committee members, ICA Council Chairperson and ICA Council Honorary Secretary are allowed to use the Society Room. Non-Executive Committee members can enter and use the Society Room only in the company of Executive Committee members of Clubs or ICA. **(Amended in 2016-2017 CM7)**
13. If any non-Executive Committee members of Clubs need to obtain the right of independent access and use of the Society Room, the approval shall rest with the decision of ICA Council or other higher authorities. Any person with such access right shall not bring other unauthorized people into the Society Room. **(Amended in 2016-2017 CM7)**
14. Clubs shall be fully responsible for any damage or loss incurred from their usage. ICA Executive Committee and ICA Council Disciplinary Committee shall not be responsible for such damage or loss. Liabilities for such damage or loss shall rest with the decision of the ICA Council Disciplinary Committee or other higher authorities. **(Amended in 2016-2017 CM7)**

C. Regulations for the Use of Independent Clubs Association Public Facilities

1. ***(Repealed in 2010-2011 CM6)***
2. CP5 Storage Area (Located on 5/F of Haking Wong Car Park)
 - I. Clubs shall not use the storage area unless approved by ICA Executive Committee members(s). ***(Amended in 2016-2017 CM7)***
 - II. Application for placement of articles in storage area shall be made to ICA Executive Committee member(s) at least 48 hours in advance, either in written or email form. The period of usage shall be no more than 6 months. ***(Amended in 2016-2017 CM7)***
 - III. No Club shall place articles outside the assigned areas.
 - IV. Clubs shall remove all their articles in storage area immediately after the end of load period; otherwise ICA Executive Committee members reserve the right to handle all remaining articles in any means. ***(Amended in 2011-2012 ECM4)***
 - V. 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.
 - VI. A written or an email form notification will be given to Clubs from ICA Executive Committee member(s). ***(Amended in 2016-2017 CM7)***
 - VII. Clubs shall access CP5 only if they are accompanied by ICA Executive Committee member(s).
3. ***(Repealed in 2010-2011 CM6)***
4. Society Room Temporary Locker ***(Appended in 2016-2017 CM7)***
 - I. Clubs shall not use the temporary locker(s) unless approved by ICA Executive Committee members(s).
 - II. Application for usage of the temporary locker(s) shall be made to ICA Executive Committee member(s) at least 48 hours in advance, either in written or email form. The usage of temporary locker(s) shall be clearly stated in the application. The period of usage shall be no more than 2 months.
 - III. Clubs shall place articles inside the assigned temporary locker(s).
 - IV. Clubs shall remove all their articles in the temporary locker(s) before the period of usage ends. Otherwise, ICA Executive Committee members reserve the right to handle all remaining articles in any means.
 - V. A written or an email form notification will be given to Clubs from ICA Executive Committee member(s).
 - VI. Clubs shall return the key(s) of the temporary locker(s) to ICA Executive Committee member(s) before the end of the period of usage.

D. Booking of Central Resources *(Amended in 2016-2017 CM7)*

1. All kinds of resources (e.g. iron bars) shall be available to the Clubs with the approval of ICA Executive Committee member(s).

2. Online application for Central Resources shall be made to ICA Executive Committee member(s) at least 48 hours in advance, either in written or email form. The kind(s) of resources, the quantity(ies) of resources and the period of usage shall be clearly listed.
3. A written or an email form notification will be given to Clubs from ICA Executive Committee member(s)
4. Clubs shall borrow and return all resources in the company of ICA Executive Committee member(s).
5. ***(Repealed in 2010-2011 CM6)***

E. Penalties for the Infringement of the Internal Regulation and the Appeal Procedures

1. If any Club has violated the Internal Regulation, the ICA Council Disciplinary Committee shall consider to:
 - I. Issue a verbal warning;
 - II. Issue a written warning;
 - III. Recommend the Administrative Secretary of the Union to suspend the use of all the facilities of the Union and the University, with a maximum period of one month (The ICA Council Disciplinary Committee shall determine the date when the penalizing practice would be in effect); and/or ***(Amended in 2016-2017 CM7)***
 - IV. Fine for up to \$10,000.
2. The ICA Council Disciplinary Committee may seek recommendation from the ICA Council when considering the appropriate action regarding the violation ***(Amended in 2011-2012 ECM4)***
3. Procedure of appeal: ***(Amended in 2016-2017 CM7)***
 - I. The ICA Council Disciplinary Committee shall only handle a case directed to its Chairperson in written form within 72 hours (3 days) after the match with the appeal fee of \$100, which will be returned if the appeal is upheld. If the appeal is dismissed, such appeal fee will be transferred to ICA Executive Committee.
 - II. The ICA Council Disciplinary Committee shall meet within 336 hours (14 days) to handle the appeal case after receiving the appeal.
 - III. Written or email notice of the meeting shall be sent to all Committee Members, appellant, respondents and other people deemed necessary by the Chairperson at least 24 hours in advance the meeting.
 - IV. No penalty shall be imposed upon any accused person/team before the Committee had decided otherwise.
 - V. The Committee shall present a full report of the penalty(ies) imposed and the decision made on the appeal to the ICA Council.

F. Amendments to the Internal Regulation (*Amended in 2016-2017 CM7*)

1. The amendments to the Internal Regulation shall be proposed by the ICA Council Disciplinary Committee. The Internal Regulation shall not be amended except by a motion carried with a two-thirds majority at the corresponding ICA Council Meeting.
2. A notice intimating the proposed amendment or recession shall be released at least 120 hours (5 days) before the corresponding ICA Council Meeting.

G. Interpretation of the Internal Regulation (*Amended in 2016-2017 CM7*)

1. The interpretation of the Internal Regulation shall rest with the ICA Council Disciplinary Committee.
2. The Chinese Version shall prevail if there is any discrepancy between the Chinese and English versions of the Internal Regulation.

Appendix I – Storing Guideline of Clubs (*Amended in 2016-2017 CM7*)

1. The Storing Guideline of Clubs is merely recommendatory.
2. Clubs shall handle their materials properly through the following means:
 - I. Publications
 - Publications kept for two consecutive years should be disposed.
 - 2 copies from each category can be kept as reference.
 - II. Welfare materials
 - Welfare materials kept for 2 consecutive years should be disposed.
 - III. Decoration materials
 - Decoration materials kept for 2 consecutive years should be disposed.
 - IV. Promotional materials
 - Promotional materials kept for 1 year should be disposed.
 - 2 copies from each category can be kept as reference.
 - V. Resources for daily use
 - Resources for daily use kept for 1 year should be disposed.
 - VI. Library materials
 - Library materials without circulation for 5 consecutive years should be disposed.
 - VII. Collectible items
 - Notification to ICA Council Disciplinary Committee should be sent in written or email form if Clubs desire to keep collectible items chronically.
3. Methods of disposal include, but not limited to:
 - I. Send to University Archives
 - II. Recycle
 - III. Put for sale (if any item is not disposed after 1 year that it shall be disposed, Club(s) shall dispose it using other methods mentioned in the article.)
 - IV. Discard