



The Hong Kong University Students' Union
Independent Clubs Association Council
 香港大學學生會 學社聯會評議會

Guideline for Document Submission by Independent Clubs and Returning Officers

Disclaimer: This document is written for the convenience of Independent Clubs. Documents of Independent Clubs shall be submitted in conformity with the Constitution of ICA, the By-law of the ICA Council, and Council Library Regulation of ICA.

A) By Independent Clubs

1. Within 336 hours (14 days) after the end of Annual General Meeting (AGM):

Document	Naming Example	Format	
		Soft copy	Hard copy
Adopted Agenda of the Annual General Meeting	ICAC1819_ABC_AGM Agenda_20190221 (Adopted on 20190228)_1	✓ (PDF)	
Adopted minutes of the Annual General Meeting of the PREVIOUS session	ICAC1718_ABC_AGM Minutes_20180228 (Adopted on 20190228)_10	✓ (PDF)	
Adopted minutes of the Extraordinary General Meeting(s) of the CURRENT session (if any)	ICAC1819_ABC_EGM1 Minutes_20181231 (Adopted on 20190228)_10	✓ (PDF)	
Minutes of the Annual General Meeting of the CURRENT session	ICAC1819_ABC_AGM Minutes_20190228_10	✓ (PDF)	
Constitution (if amended)	ABC_Constitution_ Last Amended_1819_EGM1	✓ (DOC & PDF)	
Nomination Forms	ICAC1920_ABC_AE_NForm_ 20190228_15	✓ (PDF)	✓
Contact List of the newly elected executive committee	ICAC1920_ABC_CList_ 20190228_1	✓ (XLS)	

Copy of Registration Form for Sub-organizations	ICAC1920_ABC_SUForm_20190228_1	✓ (PDF)	✓
Membership Lists	ICAC1819_ABC_Membership List_20190228_1	✓ (XLS)	
Membership Form	-		✓

2. Before the commencement of the First ICA Council Meeting of the next session:

Document	Naming Example	Format	
		Soft copy	Hard copy
Annual Functional Report	ICAC1819_ABC_AFUNR_20190221 (Adopted on 20190228)_20	✓ (PDF)	✓
Annual Financial Report with Financial Attachment	ICAC1819_ABC_AFINR_20190221 (Adopted on 20190228)_10	✓ (XLS)	✓
Year Plan	ICAC1920_ABC_YP_20190221 (Adopted on 20190228)_100	✓ (PDF)	✓
Financial Budget	ICAC1920_ABC_BG_20190221 (Adopted on 20190228)_1	✓ (XLS)	✓
Bank Statement from 1 st February of the previous year to 31 st January of the current year	ICAC1819_ABC_BS_20190221_12	✓ (PDF)	✓

3. Within 336 hours (14 days) after the end of Extraordinary General Meeting (EGM):

Document	Naming Example	Format	
		Soft copy	Hard copy
Adopted Agenda of the Extraordinary General Meeting	ICAC1819_ABC_EGM1 Agenda_20181228 (Adopted on 20181231)_1	✓ (PDF)	
Minutes of the Extraordinary General Meeting	ICAC1819_ABC_EGM1 Minutes_20190101_10	✓ (PDF)	

- I. If the following documents are amended in the Extraordinary General Meeting (EGM):

Document	Naming Example	Format	
		Soft copy	Hard copy
Constitution	ABC_Constitution_ Last Amended_1819_EGM1	✓ (DOC &PDF)	
Year Plan	ICAC1819_ABC_YP_20181228 (Amendment Adopted on 20181231)_100	✓ (PDF)	✓
Financial Budget	ICAC1819_ABC_BG_20181228 (Amendment Adopted on 20181231)_10	✓ (XLS)	✓

- II. If a By-election is held:

Document	Naming Example	Format	
		Soft copy	Hard copy
Nomination Forms	ICAC1819_ABC_EGM1 BE_NForm_20181231_15	✓	✓

- III. If there is any change in the list of executive committee members and/or the position(s) held by each executive committee member:

Document	Naming Example	Format	
		Soft copy	Hard copy
Updated Contact Lists of the executive committee	ICAC1819_ABC_CList_20181231_1	✓ (XLS)	

4. Within 90 days after the date when the AGM or the EGM convened:

Document	Naming Example	Format	
		Soft copy	Hard copy
Change of Proof of Authorized Signatories	(To Financial Secretary)		✓

5. By 30th June of the session:

Document	Naming Example	Format	
		Soft copy	Hard copy
Half-yearly Functional Report	ICAC1819_ABC_HYFUNR_20180630_9	✓ (PDF)	

6. Within the first 14 days of August of the year:

Document	Naming Example	Format	
		Soft copy	Hard copy
Membership forms collected from the end of the AGM of the previous session to the coming 31 st July	-		✓
Membership Lists	ICAC1819_ABC_Membership List_20180731_1	✓ (XLS)	

B) By Returning Officer

1. Within 336 hours (14 days) after the end of a General Meeting:

Document	Naming Example	Format	
		Soft copy	Hard copy
Form for Returning Officer in General Meeting	-		✓
Quorum Sheet	-		✓
All documents distributed in the General Meeting	-		✓