

# THE UNIVERSITY OF HONG KONG

## Guidelines on Registration of Student Societies

### **A. Background**

1. The Code of Conduct (Code) for Student Organizations at The University of Hong Kong (HKU) provides a framework for the operation of student organizations at HKU. The Code takes effect from March 28, 2022.
2. The Co-curricular Support Office (CCSO) has been delegated the authority to establish and maintain a register of student organizations that operate on campus as set out in the Code.
3. Student societies previously registered with CCSO are required to register again. A grace period will be granted to these student societies until June 30, 2022. After the grace period, only registered student societies will be eligible for the use of HKU's facilities and resources.

### **B. Eligibility**

4. The student society applying for registration with CCSO shall satisfy the following criteria:
  - 4.1. It shall have a membership system with at least twenty full members and three executive committee members.
  - 4.2. Its full membership shall only be open to current students of HKU.
  - 4.3. Its operation shall be sustainable (i.e. long term plan of operation).

### **C. Application Timeline and Procedures**

5. Completed Registration Form for Student Societies and supporting documents shall be submitted to CCSO for vetting.
6. Application will be assessed by a designated committee on a rolling basis. The processing time for each application is approximately 2 to 3 weeks.

### **D. Application Documents**

7. Completed Registration Form for Student Societies
8. Supporting Documents
  - 8.1. Constitution
  - 8.2. Membership list (including full names and University IDs)
  - 8.3. Document(s) concerning relationship with connected external organizations (if any)
9. Guidelines and templates are available on CCSO's website.

**E. Verification of Student Society Chop**

10. Successfully registered student societies shall register their student society chop with CCSO.
11. The verified student society chop will be considered a valid representation of the student societies.

**F. Submission of Documents for Change of Session**

12. Student societies are required to submit the following documents to CCSO within 30 calendar days after the end of every session:
  - 12.1. Annual report (which includes the updated information of the executive committee members of the incoming session and summarizes the student society's activities within the annual reporting period).
  - 12.2. Minutes of Annual General Meeting (which shows the session change and transition of executive committee members of the student society).
  - 12.3. Updated membership list.
13. CCSO shall review the documents submitted to ensure that the operation of the student society is sustainable.

Co-curricular Support Office, The Registry  
March 11, 2022  
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