

The Hong Kong University Students' Union
Session 2017
Orientation Regulation

The Chinese version shall prevail if there is any discrepancy of meaning between the Chinese and English versions of this Orientation Regulation.

Section I

1. Definition

- 1.1 “Union” shall mean the Hong Kong University Students' Union;
- 1.2 “Union Council” shall mean the Hong Kong University Students' Union Council;
- 1.3 “Orientation Affairs Committee” shall mean the Orientation Affairs Committee of the Union Council;
- 1.4 “Union Finance Committee” shall mean the Union Finance Committee of the Union Council;
- 1.5 “Orientation Affairs Arbitration Committee” shall mean the Orientation Affairs Arbitration Committee of the Union Council;
- 1.6 “Sub-organizations” shall mean organizations directly or indirectly affiliated to the Union;
- 1.7 “Campus Media” shall mean Undergrad, HKUSU and Campus TV, HKUSU;
- 1.8 “Popularly Elected Union Councillors” shall mean Popularly Elected Union Councillors, HKUSU who are allowed to participate in the Orientation Period and Registration Day as one unit;
- 1.9 “Special groups” shall mean organizations that are not affiliated to the Union and are allowed to participate in the Orientation Period and Registration Day by the Orientation Affairs Committee;
- 1.10 “External organizations” shall mean organizations apart from Sub-organizations and special groups;
- 1.11 “Orientation Period” shall mean the period from 24th July to 9th August and from 12th August to 1st October, 2017;
- 1.12 “Registration Day” shall mean 10th August to 11th August, 2017 (If contingency plan is used, it shall include 12th August);
- 1.13 “Internal Regulation” shall mean the Internal Regulation of the Union;
- 1.14 “Welfare products” shall mean the products distributed by Sub-organizations and special groups to their members.
- 1.15 Regulations in effect during the Orientation Period
 - 1.15.1 The Orientation Regulation, the Internal Regulation and the orientation regulations of Sub-organizations are in effect at the same time. Shall there be any discrepancy, overlapping or contradiction of meaning, the Orientation Regulation shall prevail and the Internal Regulation shall be of the second priority.

- 1.15.2 Sub-organizations must submit any self-formulated orientation regulation to the Orientation Affairs Committee by 9th July, 2017. If Sub-organizations wish to make any change to their orientation regulation, the Orientation Affairs Committee shall be notified and an updated version of the orientation regulation shall be submitted to the Orientation Affairs Committee within 12 hours after it has been in effect.
- 1.15.3 The Orientation Affairs Committee reserves the right to defeat the orientation regulations of Sub-organizations.

2. Central Helpers

- 2.1 Registration Day is divided into two sessions each day – 09:00 to 15:00 and 14:00 to 20:00. If a central helper attends for the whole day, he shall be on duty from 09:00 to 20:00.
- 2.2 The following groups shall assign representatives at time slots as central helpers of the Orientation Affairs Committee on Registration Day.

Group 1	Faculty societies	50 time slots
Group 2	Academic societies	2 time slots for each academic society
Group 3	Hall students' associations	90 time slots
Group 4	Sports Association, Cultural Association and Independent Clubs Association	40 time slots
Group 5	Special groups	5 time slots for each special group

- 2.2.1 Each group shall submit a list of assigned central helpers to the Orientation Affairs Committee before 16th July, 2017.
- 2.2.2 The Orientation Affairs Committee reserves the right to pursue the matter if any participating unit does not send central helpers according to the list or replace assigned central helpers with other people (a justified reason must be provided and approval from the Orientation Affairs Committee must be obtained).
- 2.3 Regulation for Central Helpers on Registration Day
 - 2.3.1 If a central helper is absent, the participating unit that he represents shall submit a fine of \$1000 to the Orientation Affairs Committee for each time slot.
 - 2.3.2 Central helpers shall report to the person-in-charge from the Orientation Affairs Committee of his position 5 minutes before his duty starts. For every 15 minutes he is late, a fine of \$100 shall be imposed. The time of late arrival is rounded up to the nearest 15 minutes.
 - 2.3.3 Any central helper shall notify the person-in-charge from the Orientation Affairs Committee of his position by phone or messages if he needs to leave his position for more than 10 minutes, or else he will be regarded as absent.

- 2.3.4 Central helpers on the same position shall not leave their position at the same time.
 - 2.3.5 Any central helper shall not leave his position for more than four times for each time slot, or else he will be regarded as absent.
3. Publicity Regulation
- 3.1 General Regulation
- 3.1.1 No displaying or distributing of cigarettes, alcohol, medicines or any other object that causes nuisance.
 - 3.1.2 No distributing of dangerous objects (e.g. flammable, sharp objects).
 - 3.1.3 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall not serve freshmen with any food or drink (except water) on Registration Day. Application for exemption shall be made to the Orientation Affairs Committee in written form.
 - 3.1.4 Sub-organizations, Popularly Elected Union Councillors and special groups shall not pester freshmen or other participating units.
 - 3.1.5 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall not harm the safety of others.
 - 3.1.6 Sub-organizations, Popularly Elected Union Councillors and special groups shall not mislead freshmen by providing false or partial information.
 - 3.1.7 Sub-organizations and special groups shall not comment on any other participating unit during the Orientation Period and Registration Day or their activities.
 - 3.1.8 Sub-organizations and special groups shall not take the initiative in mentioning other participating units except their affiliated societies.
 - 3.1.9 Unless given by freshmen of their own accord, Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall not obtain freshmen's contact information from any channel and make use of them.
 - 3.1.10 Sub-organizations, Popularly Elected Union Councillors and special groups shall hand in the list of external organizations in cooperation for August and September respectively by 23rd July and 20th August, 2017. The required information is as follows:
 - 3.1.10.1 Name of the external organization(s)
 - 3.1.10.2 Nature of the external organization(s)
 - 3.1.10.3 Relationship and clauses
 - 3.1.11 Campus Media which accepts monetary or material sponsorship from external organizations shall hand in the list of external organizations in cooperation for August and September respectively by 23rd July and 20th August, 2017. The required information is as follows:
 - 3.1.11.1 Name of the external organization(s)
 - 3.1.11.2 Nature of the external organization(s)
 - 3.1.11.3 Relationship and clauses

- 3.1.12 Sub-organizations and special groups shall only use the following names if they wish to publish and print documents or promotional items (including publicity on the web and welfare products):
1. 新生註冊日
 2. Registration day
 3. 註冊日
 4. Reg day
- 3.2 Regulation for Helpers
- 3.2.1 Applicable during the whole Orientation Period
- 3.2.1.1 Only the three categories of people below can become helpers of Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups upon provision of proof of identity:
- (a) members of the Hong Kong University Students' Union
 - (b) past members of the Hong Kong University Students' Union
 - (c) people who do not belong to (a) or (b) but have applied to the Orientation Affairs Committee in written form before 23rd July, 2017 (for the 1st Orientation Period) and before 21st August, 2017 (for the 2nd Orientation Period) and have got approval from the Orientation Affairs Committee
- 3.2.1.2 Only helpers shall promote for their respective Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups.
- 3.2.2 Applicable during Registration Day
- 3.2.2.1 Helpers of Sub-organizations, Campus Media, Popularly Elected Union Councillors or special groups shall only serve one participating unit at the same time.
- 3.2.2.2 Helpers shall wear clothing that obviously display the name of the Sub-organization, Campus Media, Popularly Elected Union Councillors and special group they represent.
- 3.2.2.3 Unless approved by the Orientation Affairs Committee, helpers representing the same Sub-organization, Campus Media, or special group, or Popularly Elected Union Councillors shall wear clothing with the same design and colour.
- 3.2.2.4 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall submit the sample or photo of the clothing to the Orientation Affairs Committee by 30th July, 2017 (including the design at the front, the side and the back of the clothing, and accessories).
- 3.2.3 Helpers shall not enter the assigned booths, rooms and society rooms of other participating units.
- 3.2.4 At most two helpers from each participating unit shall approach a freshman at the same time in a specific area. Helpers from other participating units

shall only distribute promotional items to the freshman concerned.

3.3 Zone Regulation (Applicable during Registration Day)

3.3.1 Zone Arrangement:

Zone 1: Registration sites of faculty societies and academic societies

Zone 2: Chow Yei Ching Building and Union Building

Zone 3: Run Run Shaw Podium

4. Regulation on Cooperation with External Organizations

4.1 Applicable during the whole Orientation Period

4.1.1 The aggregate area of trademarks and promotional content of all external organizations shall not exceed one-sixth of the total area of a promotional item.

4.1.2 The aggregate area of trademarks and promotional content of external organizations shall not exceed four pages or one-sixth of the total area of a publication, whichever is less. Blank pages (including the cover and the endpapers) shall not be counted in the remaining five-sixth of the total area of a publication.

4.1.3 No displaying or distributing of promotional leaflets or application forms of external organizations unless approved by the Orientation Affairs Committee.

4.1.4 No helpers from external organizations are allowed.

4.1.5 Helpers shall not promote for external organizations.

4.1.6 Approval from the Orientation Affairs Committee shall be obtained if any Sub-organization and special group wishes to promote external organizations to its members in its activities. Approval shall only be considered given that members of the Sub-organizations and special groups are compulsory members of the external organizations, or the Sub-organizations and special groups are members of the external organizations.

4.1.7 No trademarks shall be displayed on welfare products unless approved by the Orientation Affairs Committee.

4.1.8 Special offers shall only be offered to members of Sub-organizations and special group as welfare products unless approved by the Orientation Affairs Committee.

4.1.9 No selling of products or services of external organizations unless approved by the Orientation Affairs Committee.

4.2 Applicable during Registration Day

4.2.1 Helpers of Sub-organizations and special groups shall follow the zones and the route arranged by the Orientation Affairs Committee.

4.2.2 Helpers of Sub-organizations and special groups shall instruct freshmen to complete the previous registration(s) if they are found to have not completed the registration process according to the zone card.

(a) Helpers of academic societies and related special groups of faculty

societies shall instruct freshmen to complete the previous registration(s) if they are found to be have not completed the registration process according to the zone card.

- 4.2.3 Promotion to freshmen by helpers of Sub-organizations, Popularly Elected Union Councillors and special groups shall only be done in areas assigned by the Orientation Affairs Committee.
- 4.2.4 Trademarks are allowed on promotional items (e.g. publications, leaflets, banners, table stands and publications on poster sites and movable boards), clothing and other instruments of Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups. The following regulations shall be observed:
 - 4.2.4.1 No trademarks and advertisements shall be displayed on any printed product distributed or given by Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups.
 - 4.2.4.2 The aggregate area of trademarks on clothing of Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall not exceed 40 cm².
- 4.2.5 No trademarks of external organizations in business cooperation with any Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors shall be displayed, except on items listed in 4.2.4 and items approved by the Orientation Affairs Committee.
- 4.2.6 No distributing of special offers of any form from external organizations unless approved by the Orientation Affairs Committee to serve as welfare products to members.
- 4.2.7 No selling of products or service of external organizations (except existing vending machines).

5. Penalty of Violation of the Orientation Regulation

- 5.1 The Orientation Affairs Committee shall consider the following actions according to the severity of the violation of the Orientation Regulation of Sub-organizations, Campus Media, Popularly Elected Union Councillors or special groups:
 - 5.1.1 Heaviest penalty for Sub-organizations: Terminating all promotions in the Orientation Period, confiscating all assigned resources in the Orientation Period, clearing fixed boards managed by the Union, road signs, tapes and their marks on the floor, paying a fine of maximum \$2000 each time. The list of Sub-organizations violating the Orientation Regulation shall be made public. The Orientation Affairs Committee shall pursue the matter through Orientation Affairs Arbitration Committee (e.g. freezing bank account) in case of serious violations and frauds.
 - 5.1.2 Heaviest penalty for Campus Media and Popularly Elected Union Councillors: Terminating all promotions in the Orientation Period, confiscating all assigned resources in the Orientation Period, clearing fixed boards managed by the Union, road signs, tapes and their marks on the floor.

The Orientation Affairs Committee shall pursue the matter through Orientation Affairs Arbitration Committee (e.g. extending the suspension of using the resources managed by the Union) in case of serious violations and frauds.

- 5.1.3 Heaviest penalty for special groups: Terminating all promotions in the Orientation Period, confiscating all assigned resources in the Orientation Period, clearing fixed boards managed by the Union, road signs, tapes and their marks on the floor, paying a fine of maximum \$2000 each time. The Orientation Affairs Committee shall pursue the matter (e.g. terminating all activities in the Orientation Period, being blacklisted, i.e. being forbidden from participating in the Orientation Period in the coming year.) in case of serious violations and frauds.
- 5.1.4 All fines shall be deducted from the deposit. Shall the fine exceed the deposit, it shall be settled separately within seven days after receiving the notice. Shall Sub-organizations or special groups fail to pay the fine within this period, the Orientation Affairs Committee shall have the right to take the following actions:
 - (a) Sub-organizations: collecting an additional fine of \$200 each day. Shall there be outstanding fine after the Orientation Period, the Union Finance Committee shall handle the matter.
 - (b) Special groups: collecting an additional fine of \$200 each day. Shall there be outstanding fine after the Orientation Period, the Orientation Affairs Committee reserves the right to pursue the matter (including but not limited to taking legal actions).
- 5.2 Shall the case involve prohibited items, the items shall be confiscated until the end of the Orientation Period. Related Sub-organizations, Campus Media, Popularly Elected Union Councillors or special groups shall be penalized.
- 5.3 Procedures for members of the Orientation Affairs Committee in handling alleged violation of the Orientation Regulation:
 - 5.3.1 Shall members of the Orientation Affairs Committee witness the violation of the Orientation Regulation, they shall prosecute related Sub-organizations, Campus Media, Popularly Elected Union Councillors or special groups to the Orientation Affairs Arbitration Committee.
 - 5.3.2 Shall the Orientation Affairs Committee receive complaints from related Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups about alleged violation of the Orientation Regulation, the Orientation Affairs Committee may take the following actions:
 - 5.3.2.1 Prosecuting related Sub-organizations, Campus Media, Popularly Elected Union Councillors or special groups to the Orientation Affairs Arbitration Committee
 - 5.3.2.2 Advising the complainant to prosecute to the Orientation Affairs Arbitration Committee

5.3.2.3 Rejecting the complaint

6. Refund Policy

6.1 Enforcement Regulation

6.1.1 Sub-organizations, Campus Media and special groups shall inform freshmen of the refund policy verbally and in written form before receiving any payment for the orientation event. The format of written notice shall be in accordance with the template provided by the Orientation Affairs Committee. If any Sub-organization, Campus Media or special group wishes to make any change to the format and the content, applications shall be made to the Orientation Affairs Committee in written form.

6.1.2 Freshmen shall only apply for refund before the activity begins.

6.1.3 Shall any Sub-organization or special group violates the Refund Policy, the Orientation Affairs Committee shall consider imposing a fine of maximum \$300 according to the severity of the violation. Shall Campus Media violates the Refund Policy, the Orientation Affairs Committee shall consider confiscating all assigned resources in the Orientation Period.

6.2 Amount of Refund

6.2.1 Shall freshmen apply for refund from any Sub-organization, Campus Media or special group on Registration Day, i.e. at or before 23:59 on 11th August, 2017, for activities which applications have already been approved, the Sub-organization, Campus Media or special group shall refund 100% of the received amount.

6.2.2 Shall freshmen apply for refund from any Sub-organization, Campus Media or special group 48 hours or more before the start of the activities which applications have already been approved, the Sub-organization, Campus Media or special group shall refund at least 75% of the received amount.

6.2.3 Shall freshmen apply for refund from any Sub-organization, Campus Media or special group with less than 48 hours before the start of the activities which applications have already been approved, the Sub-organization, Campus Media or special group shall have the right to reject the refund application and not refund. Any refund application stated under 6.2.1 is exempted.

6.2.4 Complaints can be made to the Orientation Affairs Committee shall the applicant be dissatisfied with the refund by any Sub-organization, Campus Media or special group. The Orientation Affairs Committee shall resolve the decision made by the Sub-organizations, Campus Media or special groups and act as a mediator between the complainant and the Sub-organizations, Campus Media or the special groups. If the dispute remains unresolved, in which one of the two parties remain dissatisfied, the case will be referred to the Orientation Arbitration Affairs Committee.

7. Time Limit (Applicable during Registration Day)
 - 7.1 Applicable to Zone 1
 - 7.1.1 Central helpers shall record the time on the zone card when a freshman leaves Main Building (i.e. enters Zone 1). Central helpers shall again record the time on the zone card when the freshman enters Chow Yei Ching Building (i.e. leaves Zone 1).
 - 7.1.2 The difference between the two recorded times according to 7.1.1 shall be the duration of a freshman staying in Zone 1.
 - 7.1.3 Freshmen shall not stay in Zone 1 for more than 4.5 hours according to the calculation stated in 7.1.2, with the exception of freshmen studying double degree and freshmen of the Li Ka Shing Faculty of Medicine.
 - 7.1.4 Freshmen of the Li Ka Shing Faculty of Medicine shall not stay in Zone 1 for more than 5.5 hours according to the calculation stated in 7.1.2.
 - 7.1.5 Freshmen studying double degree shall not stay in Zone 1 for more than 6 hours according to the calculation stated in 7.1.2.
 - 7.1.6 Shall there be any violation to 7.1.3 or 7.1.4, the Orientation Affairs Committee shall have the right to impose a fine of maximum \$300 on the responsible faculty societies for each overdue freshman in Zone 1.
 - 7.1.7 Shall there be any violation to 7.1.5, the Orientation Affairs Committee shall have the right to impose a fine of maximum \$150 on each responsible faculty society for each overdue freshman in Zone 1.
8. Amendment of the Orientation Regulation
 - 8.1 The Orientation Affairs Committee shall have the right to amend and interpret the Orientation Regulation when the Union Council is not in session.
 - 8.2 Shall there be any amendment to the articles of the Orientation Regulation, the Orientation Affairs Committee shall make them public in written form.

Section II

Procedures of Resources Allocation during the Orientation Period

1. Division of the Orientation Period

First period: 24th July to 9th August; 12th August to 27th August, 2017

Second period: 28th August to 1st October, 2017

2. Centralized Resources Allocation

2.1 The Orientation Affairs Committee shall practise a centralized resources allocation during the Orientation Period for the following resources:

1. Rooms
2. Counter sites
3. Table stand
4. Fixed boards
5. Movable boards
6. Banner sites
7. Other resources
8. Sun Yat-sen Place
9. U-Vision

3. Rooms

3.1 The Orientation Affairs Committee shall collect applications from Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups and allocate the rooms through drawing lots.

3.2 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups can at most apply for two rooms for each time slot in each round, i.e. at most six rooms can be allocated to each Sub-organization, Campus Media, special group or Popularly Elected Union Councillors in each round.

3.3 Division of time slots

1. First time slot: 09:00 – 13:00
2. Second time slot: 13:30 – 17:30
3. Third time slot: 18:00 – 22:00

4. Counter sites

4.1 At most one counter site can be allocated to each Sub-organization, Campus Media, special group or Popularly Elected Union Councillors in each period according to the allocation method below.

4.2 At most three examination desks and four chairs can be allocated to each counter site.

- 4.3 All counter sites shall be allocated to Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups through drawing lots.
5. Table Stand
- 5.1 Locations:
 Union Restaurant (60 in total) 4/F Podium, Haking Wong Podium
 Fong Shu Chuen Restaurant (60 in total) 2/F, Fong Shu Chuen Amenities Centre
 Chong Yuet Ming Restaurant (60 in total) 4/F, Chong Yuet Ming Cultural Centre
- 5.2 The Orientation Affairs Committee accepts applications from four different participating units at one restaurant at the same time.
- 5.3 Each Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors shall place at most fifteen table stands at one restaurant.
- 5.4 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall at most place table stands at one restaurant according to the allocation method below.
- 5.5 Locations for placing table stands in the two periods shall be allocated to Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups through drawing lots.
- 5.6 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall submit a sample of the table stand to the Orientation Affairs Committee for approval by 17:00 on 23rd July (round 1) and 20th August, 2017 (round 2) respectively. Late submission shall be considered as abandonment of the application.
6. Fixed or Movable Boards
- 6.1 At most four fixed boards (each on east campus, central campus, west campus except Centennial Campus, and Centennial Campus) and one movable board can be allocated to each Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors in each round of lots drawing.
- 6.2 Movable boards shall only be placed at allocated booths, rooms, society rooms or halls.
7. Banner sites
- 7.1 At most one banner site can be allocated to each Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors in each period according to the allocation method below.
- 7.2 Banner sites in the two periods shall be allocated to Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups through drawing lots.

8. Sun Yat-sen Place
 - 8.1 Each Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors shall use Sun Yat-sen Place at most once in each period according to the allocation method below.
 - 8.2 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall apply in person at the Union Office.
9. U-Vision
 - 9.1 Each Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors shall at most broadcast one video through U-Vision in each period according to the allocation method below.
 - 9.2 Quota for broadcast will be allocated to Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups through drawing lots.
 - 9.3 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall submit a sample of the video to the Orientation Affairs Committee for approval seven days before broadcasting.
10. Other Resources (e.g. Projectors, Microphones, Speakers etc.)
 - 10.1 Shall Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups wish to apply for other resources, they shall list the item, quantity and date(s) and time of usage (at most three items can be applied in each time slot). The Orientation Affairs Committee shall allocate other resources through drawing lots.
11. Right of Final Decision
 - 11.1 The right of final decision regarding all resource allocation shall rest with the Orientation Affairs Committee.

Appendix I

Mechanism of Drawing Lots and Regulation on Usage of Resources

1. Details of the Mechanism of Drawing Lots

Drawing lots shall be done online. Resources for application include rooms, counter sites, table stand, fixed boards, movable boards, banner sites, other resources and U-Vision. The website is <http://www.hkusu.org/operiod>.

1.1 The procedures of drawing lots are as follows:

The Orientation Affairs Committee shall collect all applications from Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups and allocate the resources through drawing lots.

1.2 Drawing lots will be carried out in two rounds:

Resources	Period for online application	Date of result release	Deadline for abandoning resources	Date of updating remaining resources
First round (For first period)	12:00 on 10th July, 2017 to 12:00 on 14th July, 2017	18th July, 2017	19th July, 2017	20th July, 2017
Second round (For second period)	12:00 on 14th August, 2017 to 12:00 on 18th August, 2017	22nd August, 2017	23rd August, 2017	24th August, 2017

1.3 All applications shall be submitted online before the deadline. Late submissions shall not be accepted.

Drawing lots shall be carried out on 14th July, 2017 and 18th August, 2017.

1.4 Shall any Sub-organization, Campus Media and special group, and Popularly Elected Union Councillors wish(es) to abandon resources allocated to them after the result release, they shall inform the Orientation Affairs Committee in written form before 17:00 on 19th July, 2017 (for first round) or 23rd August, 2017 (for second round). No abandonment shall mean acceptance. The Orientation Affairs Committee shall penalize Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups that do not use resources allocated to them.

2. Remaining Resources

2.1 Remaining resources shall not be under the limitation of the regulation of ‘no more than one item in each category in each period’.

2.2 The Orientation Affairs Committee shall consider the need of Sub-organization,

Campus Media, Popularly Elected Union Councillors and special groups and the resources that have been allocated to them. Shall the needs of Sub-organization, Campus Media, Popularly Elected Union Councillors and special groups be similar, the resources shall be allocated by drawing lots.

3. Special Applications

3.1 Shall Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups have additional or special needs (except resources listed in 2.1), applications shall be made to the Orientation Affairs Committee in written form two weeks in advance. Approval shall be made by the Orientation Affairs Committee.

4. Regulation on Usage of Resources

4.1 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall use the resources allocated to them. Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall be penalized if they fail to do so. Form of penalty and date and time of enforcement shall be decided by the Orientation Affairs Committee. Forms of penalty include:

1. Paying fine (not applicable to Campus Media and Popularly Elected Union Councillors)
2. Being forbidden from using resources during the Orientation Period and/or afterwards
3. Clearing fixed boards managed by the Union, road signs and tapes and their marks on the floor

4.2 Shall Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups wish to exchange resources with other participating units, applications shall be made to the Orientation Affairs Committee in written form one week in advance or the Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall be penalized. Form of penalty and date and time of enforcement shall be decided by the Orientation Affairs Committee. Forms of penalty are the same with those listed in 4.1. Only resources of the same category in the same period can be exchanged.

4.3 Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall count the facilities in the room before usage. Shall there be any disparity, Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups shall report to the Orientation Affairs Committee. The Orientation Affairs Committee shall pursue the liability of related Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups. No report shall mean no problem with the related facilities.

- 4.4 The order and cleanliness of the room shall be observed and the original setting shall be restored after usage.
- 4.5 Each Sub-organization shall pay a deposit of \$500 to the Union Office by 17:00 on 7th July, 2017. Each special group shall pay a deposit of \$1000 to the Union Office by 17:00 on 7th July, 2017. Late submission shall be considered as abandoning the right of participating in the Orientation Period and no resources shall be allocated.
- 4.5.1 Shall Sub-organizations and special groups be unable to return resources on time, \$200 shall be forfeited from the deposit by the Orientation Affairs Committee as the fine. An additional fine of \$50 shall be imposed each day until the day when all resources are returned, which shall be rounded up to the nearest day. Shall the fine exceed the deposit, related Sub-organizations and special groups shall pay the outstanding amount within seven days after receiving the notice. (Refer to Section I 5.1.4)
- 4.5.2 Sub-organizations and special groups shall take back the deposit between 3rd October, 2017 and 27th October, 2017 at the Union Office during its opening hours. Latecomers shall not be entertained. Sub-organizations and special groups that expect to be not available to take back the deposit during the above period shall inform the Orientation Affairs Committee in written form within the first three days of the period. Sub-organizations and special groups will be considered abandoning the deposit if they fail to do so.
- 4.6 Shall Sub-organizations, Campus Media, Popularly Elected Union Councillors and special groups lose or damage resources borrowed from the Orientation Affairs Committee, they shall compensate for the loss(es). Please refer to the Internal Regulation for the compensation procedures.

Appendix II

Procedures of Application to be Special Groups

1. Application Method

Student organizations within the University of Hong Kong that wish to participate in the Orientation Period this year as special groups shall submit their application to the Orientation Affairs Committee by 7th July, 2017.

1.1 The Orientation Affairs Committee can request student organizations to provide the following documents along with the application, depending on the properties of each student organization:

1. Constitution of the student organization, or other documents showing its structure and operation;
2. Proposals of all activities the student organization wishes to organize in the Orientation Period;
3. Member list of the student organization;
4. Documents showing the financial status of the student organization;
5. Other documents as required by the Orientation Affairs Committee.

1.2 The Orientation Affairs Committee will decide if the application from the student organization to participate in the Orientation Period this year (except Registration Day) as special group shall be approved.

1.3 Student organizations allowed to participate in the Orientation Period this year (except Registration Day) as special groups will be reviewed by the Orientation Affairs Committee, or by the corresponding faculty society, Sports Association, Cultural Association or Independent Clubs Association should the Orientation Affairs Committee deems fit, to decide if the student organization shall be approved to participate in Registration Day this year as special group.

1.4 The right of final decision regarding all applications received shall rest with the Orientation Affairs Committee.