**UOW College Hong Kong**

**Student Services**

**Guidelines on the Operation of Student Clubs**

This document outlines the procedural framework for the operation of student clubs at UOW College Hong Kong (“the College”). It is intended to ensure that the activities and affairs of these clubs are conducted in a manner that is lawful, responsible, and ethical.

1. **Student clubs**

Student clubs are groups of students that are registered under Student Services and receive guidance and support from it.

These clubs are formed based on shared interests, hobbies, or potential career aspirations, and should focus on one of following areas: arts and culture, sports, social services, intellectual or career nurturing interests.

The establishment of student clubs is intended to enrich students’ educational experience and promote whole-person development. This facilitates students in developing multi-faceted skills and qualities. Among these are creativity, social fluency, versatility, cultural appreciation, personal ethos, flexibility, effective communication, teamwork, and other desired outcomes.

The College has the authority to accept, reject, or cancel the registration of student clubs.

1. **Advice and guidance**

All student clubs should follow the advice and guidance of club’s internal advisor (“advisor”), Student Services and the College.

Student Services will assign at least one advisor to student club. The advisor will advise on and periodically attend the club’s activities.

1. **Compliance with rules and laws**

All student clubs should operate and act according to the College’s rules and regulations, and the laws of Hong Kong. They should also respect intellectual property rights and avoid violating the Hong Kong National Security Law.

The College has the authority to suspend or terminate club activities found in violation of legal requirements.

1. **Governance and transparency**

All student clubs should operate in a transparent and accountable manner, and be monitored by their members, club’s internal advisor, Student Services and the College.

Required submissions include an annual plan, budget, list of office-bearers, annual report, and financial statements, all of which require approval from Student Services.

1. **Officers and members**

Each club must have a chairperson, a treasurer, and a secretary among its office-bearers. These positions cannot be held by the same person at the same time. The selection process should promote the benefits of the club and the College, and the procedure and its outcomes must be approved by the club's internal advisor.

The chairperson is responsible for preparing the annual plan and annual report, which must also be acknowledged by the advisor, and submitted to Student Services.

The treasurer is responsible for maintaining accurate financial records, preparing the annual budget and financial statements, which must be endorsed by the chairperson, acknowledged by the advisor, and submitted to Student Services.

The Secretary is responsible for the effective organization and minute-taking of meetings, in addition to maintaining accurate records and overseeing administrative duties.

All of the aforementioned documents shall be made accessible to members.

All full-time and part-time students in Hong Kong campus are eligible to join the clubs. The club must have at least 10 members (including officers) at the beginning of the financial year.

1. **Safety and risk management**

Safety and well-being of members are paramount. Clubs must identify and mitigate risks and seek assistance as needed. Activities excluded from the College’s insurance policies must be avoided.

1. **Fundraising, donating, sponsoring and sale-related activities**

Clubs planning to engage in fundraising, donations, sponsorships, or sales must obtain approval from Student Services. Activities should not promote commercial interests and must comply with copyright laws. Food safety in activities involving food sale or service is a critical concern.

1. **Publication, publicity, and advertising**

Clubs must obtain approval for campus-based promotional activities, including booth setup and distribution of materials. Publications and advertisements should be managed directly by the student club, not via third parties.

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