

TUNG WAH COLLEGE

Student Affairs Office

Guidelines on the operation of Student Bodies

These Guidelines primarily aim to help all members of student bodies in Tung Wah College (“the College”) to operate their business and activities in good governance and apply the objectives of their student bodies in a responsible manner.

1. Advice and guidance

1.1 All student bodies operate under the advice and guidance of Student Affairs Office (“SAO”).

1.2 For all academic student bodies should also seek for the advice and guidance from the respective School of the College, especially for those operations related to academic development.

2. In compliance with the College’s rules and regulations

2.1 Operation and activities of student bodies must be in compliance with the College’s rules and regulations.

3. In compliance with the constitutions and/or regulations of Student Bodies

3.1 The aims of the Student Body should align with its major functions and be clearly stated in its official documents i.e. constitutions and/or regulations.

3.2 Activities of student bodies must be in line with the objectives stipulated in their constitutions. All subsequent amendments of the constitution must be acceptable to and have the confirmation from SAO.

4. Legal Operations

4.1 All business operations and activities of student bodies must comply with the Laws of Hong Kong.

4.2 To respect intellectual property and avoid civil legal actions, please resolve copyright issues with copyright owners prior to the student activities or use works from open sources. Examples that require special attention include performances, concerts, promotional materials, etc.

5. Monitoring on suspected violation of the Hong Kong National Security Law

- 5.1 The office bearers of student bodies are responsible for close monitoring of their operations and activities complying with the Hong Kong National Security Law.
 - 5.2 Student bodies must avoid any offensive or unlawful acts and wordings in any student body's activities and promotion materials.
 - 5.3 The College reserves the rights to cancel, interrupt or terminate any operations or activities of student bodies immediately should the Law is deemed to be violated.
6. Governing and transparency
- 6.1 Student bodies should operate in good governance and be monitored by their members and respective mechanism according to their constitution.
 - 6.2 The operation of the society should be transparent. Information should be accessible to all her members and relevant stakeholders.
 - 6.3 Student bodies should annually provide the below-listed information to SAO for the record:
 - a) List of the latest office-bearers, with names, major, year of study and Student Identity detailed;
 - b) Year plan and budget plan for the coming academic year (AY);
 - c) Financial statement of last AY;
 - d) Valid constitution (with updates included);
 - e) Updated number of registered members
 - 6.4 The College's financial guidelines must always be observed and complied with.
 - 6.5 Complaint and appeal procedures should be established to monitoring the operation of the society.
7. Safety and Risk
- 7.1 Protect the safety and physical well-being of your members is the utmost important in the operation of a student body at all times.
 - 7.2 Should there be any potential risk identified, office bearers of Student Bodies should contact SAO for further advice.
 - 7.3 Office bearers are strongly advised to seek assistance from and report any unsafe condition to Security Office, Facility & Management Office or SAO whenever appropriate.
 - 7.4 Holding or engaging students to participate in activities which are potentially excluded from the College Group Personal Accident Insurance Policy for students should be absolutely avoided.