

LINGNAN UNIVERSITY
Office of Student Affairs
Guidelines for New Student Societies Registration (2027)

1. Introduction

- 1.1 The University supports student societies in organising university-wide activities to create a vibrant and dynamic campus life conducive to personal growth and community building through coaching, advice, financial, venue, and other forms of assistance.
- 1.2 These guidelines apply exclusively to all proposed Student Societies under Lingnan University.
- 1.3 The proposed cabinet must operate in accordance with the respective student society's constitution and fulfil all the regulations set out in "A Must for Student Societies".
- 1.4 Fail to submit a complete set of documents by the deadline will NOT be considered.

2. Overall Registration Timeline

The following outlines the standard timeline for the registration of new student societies for the 2027 cohort. The deadline for New Student Societies Registration is **17:00, 2 November 2026**.

Date (2026)	Action Items
30 Sept	Announcement of the "Student Societies Registration"
30 Sept - 2 Nov	Application for "Student Societies Registration" through OSA
Ongoing until 2 Nov	Consultation session(s) arranged by OSA
17:00, 2 Nov	Student Societies Registration Deadline
Until mid-Dec, on a rolling basis	Review and approval of applications for registration
By the end of Dec	Announcement of registered student societies via the OSA Website, etc.

Date (2027)	Action Items
1 Jan	Assumption of office of the registered student societies
Jan - May	Training programmes for office-bearers of all registered student societies
30 June	Submit a half-year report
At least <u>4 weeks in advance</u> of the activity	Application for Student Activities Fund (SAF) and Integrated Learning Programme (ILP) shall be submitted to OSA

3. Registration Documents

The full set of Student Society Registration documents should be submitted via the online application form. Only the original hardcopy of the “Endorsement Form” is required to be submitted separately. Useful forms and templates are available at [OSA website](https://lingnan.asia.qualtrics.com/jfe/form/SV_6AnOcsdegxkkas), please refer to the Section 4 for reference.

Online Application Form:

https://lingnan.asia.qualtrics.com/jfe/form/SV_6AnOcsdegxkkas

Required Documents		Types of Student Societies			
		Programme / Departmental / Faculty / School-based Student Societies	Student Hostel Associations	Student Groups Serving Special University Functions	Student / Interest Clubs
3.1	Online Application Form	✓	✓	✓	✓
3.2	Student Leader Charter	✓	✓	✓	✓
3.3	List and Student ID Card Copy of all the Proposed Office-bearers	✓	✓	✓	✓
3.4	Year Plan	✓	✓	✓	✓
3.5	Budget Plan	✓	✓	✓	✓
3.6	Draft Constitution	✓	✓	✓	✓
3.7	Seconding on Society Establishment				✓
3.8	Endorsement Form (Hardcopy)	✓	✓	✓	

For an outline of each required document, please see below:

	Required Documents	Brief Outline
3.1	Online Application Form - Details of the Proposed Student Society	1. Society Name: (in English) 2. Society Name: (in Chinese) 3. Email Address: (<i>The Proposed President</i>) 4. Type of Student Society: ○ Programme / Departmental / Faculty / School-based Student Society ○ Student Hostel Association ○ Student Groups Serving Special University Functions ○ Student / Interest Club 5. Membership: ○ Open to all undergraduate and postgraduate students from different levels of study

		○ Open to a specific group of students only, please specify with detailed justifications 6. Does your society have dual registration? ○ No, we declare that our proposed student society opts to register under Lingnan University ONLY for now and in the future. ○ Yes (please specify with detailed justifications) 7. Sponsorship (if applicable): ○ No, we will not receive any sponsorship or donation in the current funding year. ○ Yes (please specify with details) 8. Based on your understanding, is there any existing student society of similar theme or nature? ○ No, our proposed student society is new to Lingnan University. ○ Yes (please provide the exist society name and justifications for the needs of forming your society and the difference between yours and the existing one) 9. Please state the positive impact and general benefits to students, the University, and the community (At least 200 words in English)
3.2	Student Leader Charter	All proposed office-bearers must sign the Student Leader Charter, and submit them in one single PDF file via the online application form.
3.3	List and Student ID Card Copy of all the Proposed Office-bearers	The minimum number of office-bearers of a proposed student society should be SEVEN (7), including a President, Vice-President, Treasurer, Secretary, Sustainability Officer, Ambassador against Bullying and Sexual Harassment, and Data Protection Officer. In order to sustain the student society until 31 December, these positions must be held by non-final-year students and shall NOT be held concurrently by the same student. The total number of office-bearers should not exceed FIFTEEN (15), unless with strong justifications and special approval from the OSA. Particulars of Office-bearers of the Proposed Student Society: ○ Position ○ Full Name in English ○ Full Name in Chinese (if any) ○ Student ID No.

		○ Major ○ Year of Study ○ HK Mobile No. ○ Scanned Copy of Student ID Card (consolidated into a single PDF file.)
3.4	Year Plan	Please propose at least THREE different activities with details. Your proposed activities should be related to the society's aim and objectives, and have a positive impact on students, the university, and the community.
3.5	Budget Plan	Please propose an annual budget plan including the anticipated income and expenditure.
3.6	Draft Constitution	Please attach a draft constitution in both English and Chinese, in Docx format, which should include at least the following chapters: <u>Chapter (1): Name of the Student Society</u> The name of your society should reflect the aim and objectives. <u>Chapter (2): Aim and Objectives</u> The aim should underline the intended purpose of your society. The objectives should reflect how your committee intends to achieve the society's aim. <u>Chapter (3): Term of Office</u> The term of office defines the period of time your society is in service. <u>Chapter (4): Membership</u> The membership should state clearly the terms of admission of your society's members, and the fundamental rights or privileges and obligations of different types of members, if any, among others. <u>Chapter (5): Organisation Structure</u> The organisation structure describes how operations and workflows of a society are directed both horizontally and vertically. The duties, responsibilities, and authority of each office-bearer of the society and its sub-committee, if any,

		should be clearly outlined. You should also stipulate the quorum and procedures of calling for the Annual General Meeting, Extraordinary General Meeting, and / or General Meetings. <u>Chapter (6): Communication</u> Please describe how your society will maintain close communication with the University, Office of Student Affairs, and other stakeholders. You should also list all the social channels the society intends to use for external communication. <u>Chapter (7): Financial Overview</u> The financial overview maps out the anticipated income (e.g. membership fees) and expenditure (e.g. promotion). You should state clearly the effective periods, and prepare the annual financial report and budget. <u>Chapter (8): Penalty, Resignation, and Dissolution</u> The official procedures and responses in regard to any resignation of any office-bearer should be clearly stipulated. The regulations for dissolution arrangement should also be formulated. You should also establish the penalties and procedures concerning any complaint against the administration of your society. <u>Chapter (9): Amendments</u> You should specify clearly the procedures of making amendments to the constitution. A statement “Should there be any changes to the constitution, we shall submit the updated content to the Office of Student Affairs of Lingnan University for endorsement at least four weeks before the anticipated implementation date.” should be included.
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3.7	Seconding on Society Establishment	The proposed <u>Student / Interest Club</u> should collect at least 50 signatures from LU full-time undergraduate and / or postgraduate students to support its establishment. Please submit both: A. Signed copies of “Seconding on Society Establishment” in one consolidated PDF file. B. The list of seconders in an Excel file
3.8	Endorsement Form	Where applicable, endorsement should be obtained from the Programme Director, Department Head, Faculty or School Dean, Hostel Warden, or other relevant University unit before submitting the application for Student Societies Registration, as the relevant unit is the custodian of the proposed society. ○ Faculty / Department / Office ○ Name of Society Advisor ○ Position ○ Signature of Custodian ○ Name of Custodian ○ Position of Custodian ○ Office Seal ○ Date The applicants are responsible for providing the full set of student society registration documents, i.e., 3.1 - 3.8, for review. It is highly recommended that you seek your custodian's advice starting from the preparation stage rather than at the last minute. The hardcopy of the “Endorsement Form” should be submitted to the Office of Student Affairs before the society registration deadline.

4. Useful Forms and Samples	Appendix
Student Leader Charter	N/A
List of Seconders Template (for Student / Interest Club only)	N/A
Seconding on Society Establishment (for Student / Interest Club only)	N/A
Endorsement Form	N/A
Budget Plan Template	N/A

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For enquiries, please contact:

Student Societies and Amenities Team,
Office of Student Affairs, Lingnan University

Tel: 26167025 / 26168290

Email: osa-booking@LN.edu.hk

The power of interpretation of this set of guidelines shall be vested in the OSA. It possesses the right to revise and / or introduce any terms and conditions of the guidelines at any time without prior notice. If any changes are made, the revised guidelines with immediate effect shall be posted on the OSA's website.

Appendix 1**Sample Budget Plan****ABC Society, Lingnan University
Budget Plan**

Income			
Category	No. of Participants	Estimated Income (per head, if applicable)	Sub-total
Membership Fee	100	HK\$ 50	HK\$ 5000
Activity Fee for Farewell Party	50	HK\$ 50	HK\$ 2500
Activity Fee for Summer Camp	50	HK\$ 500	HK\$ 25000
Activity Fee for Career Development Workshop	30	HK\$ 50	HK\$1500
Society Welfare Product Sales	40	HK\$ 50	HK\$ 2000
Expected Subsidy from Student Activities Fund	N/A	N/A	HK\$ 800
Sponsorship / Donation	N/A	N/A	HK\$ 500
Total Income:			HK\$ 37300
Expenditure			
Category	No. of Participants	Estimated Expenses (per head, if applicable)	Sub-total
General Administration	N/A	N/A	HK\$ 1200
Activity Fee for Farewell Party	50	HK\$ 60	HK\$ 3000
Activity Fee for Summer Camp	50	HK\$ 480	HK\$ 24000
Activity Fee for Career Development Workshop	30	HK\$ 50	HK\$ 1500
Society Welfare Product Cost	40	HK\$ 45	HK\$ 1800
NSO Campus Life Carnival	N/A	N/A	HK\$ 800
Promotion Booth Activities	N/A	N/A	HK\$ 1000
Welcome Night	50	HK\$ 20	HK\$ 1000
Recruitment of Members	N/A	N/A	HK\$ 3000
Total Expenditure:			HK\$ 37300
Surplus / Deficit (Total Income – Total Expenditure):			HK\$ 0

Appendix 2**Sample Year Plan****Name of the Society: ABC Society, Lingnan University**

Month (2027)	Name of Activity	Brief Description	Number of Target Participants
Jan	Promotion Booth	Set up a promotional booth at Kin Sun Square to promote upcoming events through posters, social media QR codes, short videos, etc. Distribute the Society's welfare products, such as souvenirs, T-shirts, and bags.	50
Feb	Inauguration Ceremony	Host a networking reception for members, advisors, and guests from other student societies. Introduce the cabinet members and present appointment and appreciation certificates.	80 (members, advisors, and guests)
Mar	Community Services	Partner with a local elderly centre to organise games, health checks, and distribute care packs; promote social responsibility among members.	20
Apr	Farewell Party	Host a farewell dinner to celebrate the year's achievements, present awards, and strengthen ties among members and advisors.	50
Aug	Summer Camp	Organise a two-day camp with team-building games, outdoor activities, and reflection sessions to strengthen member relationships.	50
Sept	NSO Campus Life Carnival	Welcome new students with ice-breaking games, and an introduction to the Society's mission and activities.	50
Oct	Career Development Workshop	Organise CV writing and interview skills workshops with advisors; provide one-on-one mock interview sessions.	30
Oct - Nov	Recruitment of the Proposed Cabinet	Publicise cabinet vacancies via mass email, social media, and class promotions; collect applications and conduct interviews to assess candidates' motivation, commitment, and suitability; brief successful candidates on the Society's constitution, duties, and year plan.	20

Appendix 3

Sample Constitution (Chinese Version)

嶺南大學 ABC 學會會章

第一章 總綱

- 1.1 本會定名為「嶺南大學 ABC 學會」，英文名稱為「ABC Society, Lingnan University」。
- 1.2 本會為嶺南大學註冊之學生社團，是校內的非牟利學生組織。
- 1.3 本會以中文、英文為法定語文，並以中英語作工作語言。若本會之文件，其中英文版有出入之處，當以中文版為準。

第二章 宗旨

- 2.1 本會旨在透過舉辦各項活動：
 - 2.1.1 增加嶺南大學學生對 XXXXXX 認識；
 - 2.1.2 提高會員對 XXX 發展與 XXXXX 興趣；
 - 2.1.3 舉辦義工服務，為社區作出貢獻；
 - 2.1.4 提供會員之間的聯誼機會；

第三章 任期

- 3.1 本會幹事會的任期為每年1月1日至12月31日。

第四章 會員

- 4.1 所有嶺南大學學生均可申請成為本會會員。
- 4.2 會員的權利：
 - 4.2.1 參加由本會主辦的活動；及
 - 4.2.2 享用本會提供的福利。
- 4.3 會員的義務：
 - 4.3.1 遵守本會會章；
 - 4.3.2 繳交會費。

第五章 組織架構

- 5.1 本會由幹事會處理行政及執行會務。
- 5.2 幹事會的職能：
 - 5.2.1 為本會的行政組織，對外代表本會。

- 5.2.2 向學生事務處提交工作計劃及財政預算，並在任期結束時提交工作及財政報告。
- 5.2.3 與嶺南大學學生事務處及各部門溝通協作，按大學設立的學生活動指引舉辦活動。
- 5.3 幹事會由以下職位組成：
 - 5.3.1 主席
 - 5.3.1.1 召開幹事會會議。
 - 5.3.1.2 對外代表本會，對內代表幹事會。
 - 5.3.1.3 領導幹事策劃全年活動。
 - 5.3.2 副主席
 - 5.3.2.1 可分為內務副主席及外務副主席。
 - 5.3.2.2 協助主席處理行政事宜及協調幹事的工作與溝通。
 - 5.3.2.3 當主席不能執行其職責時，由內務副主席代行。
 - 5.3.2.4 當主席離職時，由內務副主席遞補為主席。
 - 5.3.3 秘書
 - 5.3.3.1 處理本會一切內部文件，包括幹事會會議紀錄。
 - 5.3.3.2 準備會議文件。
 - 5.3.3.3 協助主席準備會務報告。
 - 5.3.4 財政
 - 5.3.4.1 掌管本會財務紀錄，負責審查本會的收入與支出。
 - 5.3.4.2 於每次會議中報告財政狀況。
 - 5.3.4.3 準備財政預算及財務報告。
 - 5.3.5 反欺凌及性騷擾大使
 - 5.3.5.1 提高會員對預防欺凌和性騷擾的意識，推廣安全和包容的活動環境。
 - 5.3.5.2 作為受欺凌/騷擾影響或目睹欺凌/騷擾的會員的首要聯絡人，提供支援及各大學匯報事件。
 - 5.3.5.3 監察幹事會舉辦的活動，避免出現欺凌和性騷擾事件。
 - 5.3.6 個人資料私隱專員
 - 5.3.6.1 按《個人資料(私隱)條例》管理本會的資料，確保本會所收集的個人資料得以妥善保管及處理。
 - 5.3.6.2 為本會的活動提供《個人資料收集聲明》，並擔任個人資料修改及查閱的聯絡人。
 - 5.3.6.3 處理及更新會員名冊。
 - 5.3.7 可持續發展幹事
 - 5.3.7.1 按聯合國可持續發展目標及嶺南大學的可持續發展政策，在本會舉辦的活動中加入可持續發展的元素。
 - 5.3.7.2 推動本會所舉辦的活動達致可持續發展的理念及目標。

- 5.3.7.3 妥善保管本會的物資。
- 5.3.8 宣傳幹事
 - 5.3.8.1 宣傳本會於校外以及校內一切之事宜。
 - 5.3.8.2 負責海報及宣傳單張的設計及印製事宜。
 - 5.3.8.3 負責管理本會之社交媒體帳戶。
- 5.3.9 其他職位：按當屆幹事會決定，可新增其他職位。
- 5.4 幹事會會議：
 - 5.4.1 法定人數不少於全體幹事之半數，議案須獲過半數出席幹事贊成方可成立。
 - 5.4.2 如遇特殊情況，由主席徵詢幹事們而作出決議。
- 5.5 幹事會內閣：
 - 5.5.1 由當屆幹事會招募下屆幹事會，並向嶺南大學學生事務處提交候任內閣名單。
 - 5.5.2 候任內閣的職位由互選產生，當屆幹事會擁有最後決定權。

第六章 溝通媒介

- 6.1 本會設立社交媒體帳戶，例如 Instagram，對外宣傳本會的活動。
- 6.2 本會設立即時通訊群組，例如 WhatsApp，與會員保持緊密聯繫。
- 6.3 本會以電郵向大學提交報告、申請文件及通訊。

第七章 財政

- 7.1 財政年度：
 - 與本會幹事會任期相同。
- 7.2 財政報告：
 - 由本會幹事會卸任時完成。
- 7.3 經費來源：
 - 7.3.1 收入
 - 7.3.1.1 各項活動設有參加費用，金額由幹事會設定。
 - 7.3.1.2 會員入會費用，金額由幹事會設定。
 - 7.3.2 資助
 - 7.3.2.1 幹事會亦可向嶺南大學學生事務處提交學生活動基金申請，並於活動完結後一個月內完成及提交報告。
- 7.4 本會的財務收支，應由幹事會主席及財政定期審查並簽署作實，並與下任幹事會交接文件。
- 7.5 如本會牽涉任何債務或責任，將由本會該屆幹事會全體幹事負責。

第八章 懲治、辭職及解散

8.1 懲治：

- 8.1.1 幹事若有失職或違章時，經幹事會會議通過，得被罷免。
- 8.1.2 幹事會須於公佈罷免議決前通知嶺南大學學生事務處，商討相關事項及安排。

8.2 辭職：

- 8.2.1 個別幹事辭職及其後遞補須由幹事會通過，並事先通知嶺南大學學生事務處。所有新任幹事必須於就職前簽妥學生領袖約章。
- 8.2.2 若幹事會成員不足七人，須盡快安排替補人選，任期至同年之 12 月 31 日止。

8.3 解散：

- 8.3.1 在幹事會會議通過後並大學的同意下，本會方可解散。
- 8.3.2 若本會一旦解散，任何人不得瓜分其資產，並將資產交由嶺南大學學生事務處處理。

第九章 修訂會章

9.1 會章修改：

- 9.1.1 會章如有修繕之處，當屆幹事會可向嶺南大學學生事務處提出修改。
- 9.1.2 本會須於生效日期最少四個星期前提交最新修訂的會章予嶺南大學學生事務處審批，批准後方可正式作實。

9.2 會章詮釋：

- 9.2.1 會章之最後詮釋權在於幹事會及嶺南大學學生事務處。

Sample Constitution (English Version)

Constitution of ABC Society, Lingnan University

Chapter 1: General Provisions

- 1.1 The Society shall be named “嶺南大學 ABC 學會” in Chinese and “ABC Society, Lingnan University” in English, hereafter “the Society” .
- 1.2 The Society is a registered student society at Lingnan University and a non-profit student organization within the university.
- 1.3 Chinese and English shall be the official languages of the Society, with both languages used as working languages. In case of discrepancies between the Chinese and English versions of any document, the Chinese version shall prevail.

Chapter 2: Objectives

- 2.1 The Society aims to organise various activities to:
 - 2.1.1 Raise Lingnan University students’ awareness of XXXXXXXX;
 - 2.1.2 Increase members’ interest in XXXXXX and XXXXX;
 - 2.1.3 Contribute to community needs through organising volunteer services;
 - 2.1.4 Provide opportunities for fellowship among members;

Chapter 3: Term of Office

- 3.1 The term of office of the Executive Committee shall be from 1 January to 31 December each year.

Chapter 4: Membership

- 4.1 All Lingnan University students are eligible to apply for membership.
- 4.2 Rights of Members:
 - 4.2.1 To participate in activities organised by the Society; and
 - 4.2.2 To enjoy the welfare and services provided by the Society.
- 4.3 Obligations of Members:
 - 4.3.1 To comply with the Constitution of the Society; and
 - 4.3.2 To pay the membership fee.

Chapter 5: Organisational Structure

- 5.1 The administration and daily operations are handled by the Executive Committee.
- 5.2 Functions of the Executive Committee:
 - 5.2.1 To serve as the administrative body of the Society and to represent the Society externally.

- 5.2.2 To submit work plans and financial budgets to the Office of Student Affairs, and to submit work and financial reports upon completion of the term.
- 5.2.3 To communicate and collaborate with the Office of Student Affairs and other departments of Lingnan University, and to organise activities in accordance with the University's guidelines for student activities.
- 5.3 The Executive Committee shall comprise the following positions:
 - 5.3.1 President
 - 5.3.1.1 To convene meetings of the Executive Committee.
 - 5.3.1.2 To represent the Society externally and the Executive Committee internally.
 - 5.3.1.3 To lead the Executive Committee in planning activities for the year.
 - 5.3.2 Vice President(s)
 - 5.3.2.1 May be divided into Internal Vice President and External Vice President.
 - 5.3.2.2 To assist the President in administrative matters and to coordinate the work and communication among Executive Committee members.
 - 5.3.2.3 When the President is unable to perform his/her duties, the Internal Vice President shall act on his/her behalf.
 - 5.3.2.4 If the President resigns, the Internal Vice President shall succeed to the position of President.
 - 5.3.3 Secretary
 - 5.3.3.1 To handle all internal documents of the Society, including minutes of Executive Committee meetings.
 - 5.3.3.2 To prepare meeting documents.
 - 5.3.3.3 To assist the President in preparing the Society's reports.
 - 5.3.4 Treasurer
 - 5.3.4.1 To be responsible for the Society's financial records and to oversee the Society's income and expenditure.
 - 5.3.4.2 To report the financial status at each meeting.
 - 5.3.4.3 To prepare budgets and financial reports.
 - 5.3.5 Ambassador against Bullying and Sexual Harassment
 - 5.3.5.1 To raise members' awareness of the prevention of bullying and sexual harassment, and to promote a safe and inclusive activity environment.
 - 5.3.5.2 To serve as the first point of contact for members affected by or witnessing bullying and/or harassment, providing support and reporting incidents to the University.
 - 5.3.5.3 To monitor activities organized by the Executive Committee to prevent incidents of bullying and sexual harassment.
 - 5.3.6 Data Protection Officer

- 5.3.6.1 To manage the Society's data in accordance with the Personal Data (Privacy) Ordinance, ensuring proper custody and handling of personal data collected by the Society.
- 5.3.6.2 To provide a "Personal Information Collection Statement" for the Society's activities and to serve as the contact person for personal data correction and access requests.
- 5.3.6.3 To manage and update the membership database.
- 5.3.7 Sustainability Officer
 - 5.3.7.1 To incorporate elements of sustainable development into the Society's activities in line with the United Nations Sustainable Development Goals and Lingnan University's sustainability policy.
 - 5.3.7.2 To promote the concept and goals of sustainable development in activities organised by the Society.
 - 5.3.7.3 To properly safeguard the Society's materials and assets.
- 5.3.8 Publicity Officer
 - 5.3.8.1 To publicise all matters of the Society both on and off campus.
 - 5.3.8.2 To be responsible for the design and printing of posters and leaflets.
 - 5.3.8.3 To be responsible for managing the Society's social media accounts.
- 5.3.9 Other Positions: Additional positions may be created as determined by the incumbent Executive Committee.
- 5.4 Executive Committee Meetings:
 - 5.4.1 The quorum shall be not less than half of the total number of Executive Committee members. Motions shall be passed by a majority vote of those present.
 - 5.4.2 In special circumstances, the President shall consult Executive Committee members to make a decision.
- 5.5 Executive Committee Cabinet:
 - 5.5.1 The incumbent Executive Committee shall recruit the next Executive Committee and submit the list of the incoming cabinet to the Office of Student Affairs of Lingnan University.
 - 5.5.2 Positions of the incoming cabinet shall be filled through mutual election, with the incumbent Executive Committee holding the final decision-making power.

Chapter 6: Communication Channels

- 6.1 The Society shall establish social media accounts, such as Instagram, for external promotion of the Society's activities.
- 6.2 The Society shall establish instant messaging groups, such as WhatsApp, to maintain close contact with the members.

- 6.3 The Society shall submit reports, application documents, and correspondence to the University via email.

Chapter 7: Finance

7.1 Financial Year:

The same as the term of office of the Executive Committee.

7.2 Financial Reports:

To be completed by the outgoing Executive Committee at the end of its term.

7.3 Funds:

7.3.1 Income

7.3.1.1 Participation fees may be set for various activities, with amounts determined by the Executive Committee.

7.3.1.2 Membership fees, with amounts determined by the Executive Committee.

7.3.2 Sponsorship:

7.3.2.1 The Executive Committee may submit applications for the Student Activities Fund to the Office of Student Affairs of Lingnan University and complete and submit the report within one month after the activity concludes.

- 7.4 The Society's financial income and expenditure shall be reviewed and confirmed periodically by the President and Treasurer of the Executive Committee, and relevant documents shall be handed over to the next Executive Committee.

- 7.5 Should the Society incur any debts or liabilities, all members of the incumbent Executive Committee shall be held jointly responsible.

Chapter 8: Disciplinary Actions, Resignation, and Dissolution

8.1 Disciplinary Actions:

8.1.1 Any Executive Committee member who fails in his/her duties or violates the Constitution may be dismissed upon approval by a meeting of the Executive Committee.

8.1.2 The Executive Committee shall notify the Office of Student Affairs of Lingnan University before announcing the dismissal decision to discuss relevant matters and arrangements.

8.2 Resignation:

8.2.1 The resignation of an individual Executive Committee member and subsequent replacement shall be approved by the Executive Committee, and

the Office of Student Affairs of Lingnan University shall be notified in advance. All new Executive Committee members must sign the Student Leader Charter before assuming office.

- 8.2.2 If the number of Executive Committee members falls below seven, replacement(s) shall be arranged as soon as possible, with the term ending on 31 December of the same year.

8.3 Dissolution:

- 8.3.1 The Society may be dissolved only with the approval of the Committee Meeting and with the consent of Lingnan University.
- 8.3.2 In the event of dissolution, no person shall distribute the Society's assets, which shall be handed over to the Office of Student Affairs of Lingnan University.

Chapter 9: Amendments to the Constitution

9.1 Amendment of the Constitution:

- 9.1.1 The incumbent Executive Committee may propose amendments to the Constitution to the Office of Student Affairs of Lingnan University.
- 9.1.2 The Society shall submit the latest amended version of the Constitution to the Office of Student Affairs of Lingnan University for approval at least four weeks before the effective date; it shall become effective only after approval.

9.2 Interpretation of the Constitution:

- 9.2.1 The final authority for interpreting the Constitution rests with the Executive Committee and the Office of Student Affairs of Lingnan University.