

LINGNAN UNIVERSITY
Office of Student Affairs
Guidelines for Student Societies Registration Renewal Application (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 registered Student Societies under Lingnan University, to ensure that the renewal and/or election process for Student Society Cabinets is conducted in a fair and orderly manner, upholding the values of 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 may result in disqualification from the renewal and/or election process.

2. Renewal Registration Timeline

The following outlines the standard timeline for renewal registration for the 2027 cohort. Different types of student societies should follow the respective timeline and action items accordingly. The relevant forms and samples are appended in Section 7.

A. Programme / Departmental / Faculty / School-based Student Societies

Date (2026)	Action Items
30 Sept	Application opens
30 Sept – 27 Oct	Election Campaign Application (Please refer to the Guidelines on Student Societies Election Campaign) Submit the following documents via email to osa-booking@ln.edu.hk: 1. List of Proposed Office-Bearers 2. Detailed Promotion Plan 3. Student Leader Charter of all proposed cabinet members 4. Subsidy for Election Campaign (if applicable) Application Deadline: 17:00, 27 Oct 2026
3 Nov – 16 Nov	Promotion Period and Consultation Session
16 Nov	Polling Station Setup (LYH209)
17 – 19 Nov	Polling (LYH209)
20 Nov	Contingency for Polling (LYH209)
30 Nov	Submit the following documents via email to osa-booking@ln.edu.hk: 1. Election Result (if applicable) 2. Financial Report* (January to November 2026)

	3. Bank Statement for the recent three months (September, October, November 2026). If no bank account has been created for the Society, a declaration is required. 4. Activity Report* (January to November 2026) 5. Year Plan of 2027 6. Application for Temporary Storage for 2027 (if applicable) 7. Society's official social media accounts' web links 8. Personal Data Disposal Form *Endorsement from the respective faculty / department / programme office is required Submission Deadline: 17:00, 30 Nov 2026
14 Dec	<u>Subsidy for Election Campaign</u> Submit the financial report to osa-booking@ln.edu.hk and all original receipts for reimbursement (if applicable). Submission Deadline: 17:00, 14 Dec 2026

B. Student Hostel Associations

Date (2026)	Action Items
30 Sept	Application opens
Oct – Nov	Election Campaign endorsed by the respective Warden Office
30 Nov	Submit the following documents via email to osa-booking@ln.edu.hk: 1. List of Proposed Office-Bearers 2. Election Result (if applicable) 3. Student Leader Charter of all new cabinet members 4. Financial Report* (January to November 2026) 5. Annual Activity Report* (January to November 2026) 6. Society's official social media accounts' web links <i>*Endorsement from the respective Warden Office is required</i> Submission Deadline: 17:00, 30 Nov 2026

C. Student Groups serving Special University Functions

Date (2026)	Action Items
30 Sept	Application opens
30 Nov	Submit the following documents via email to osa-booking@ln.edu.hk: 1. List of Proposed Office-Bearers 2. Student Leader Charter of New Cabinet 3. Annual Activity Report* (January to November 2026) 4. Financial Report* (January to November 2026) 5. Bank Statement for the recent three months (September, October, November 2026). If no bank account has been created for the Society, a declaration is required. 6. Application for Temporary Storage for 2027 (if applicable) 7. Society's official social media accounts' web links 8. Personal Data Disposal Form <i>*Endorsement from the respective custodian is required</i> Submission Deadline: 17:00, 30 Nov 2026

D. Student / Interest Clubs

Date (2026)	Action Items
30 Sept	Application opens
30 Nov	Submit the following documents via email to osa-booking@ln.edu.hk: 1. List of Proposed Office-Bearers 2. Student Leader Charter of New Cabinet 3. Member list as of November 2026 (at least 50 members) 4. Annual Activity Report (January to November 2026) 5. Financial Report (January to November 2026) 6. Bank Statement for the recent three months (September, October, November 2026). If no bank account has been created for the Society, a declaration is required. 7. Application for Temporary Storage for 2027 (if applicable) 8. Society's official social media accounts' web links 9. Personal Data Disposal Form Submission Deadline: 17:00, 30 Nov 2026

3	Election Campaign Guidelines for Programme-based Student Societies	
	3.1	Duration & Venue • The promotion period shall last no more than 14 days. • The primary venue for physical promotion is Kin Sun Square (Skylight). • A maximum of two mass emails can be sent on behalf of the Proposed Cabinet, provided that the content has been approved by the OSA first. • If the proposed Cabinet wishes to organise other promotional activities, these could be carried out in person or via Zoom. Please discuss this with the respective Election Committee and OSA beforehand.
	3.2	Funding & Reimbursable Items

	- Fully Subsidised Items: Banners, leaflets, booklets, posters, display boards, stationery, and decorations that within the budget. - Cabinet T-shirts: A maximum of HKD 50 per t-shirt for up to 15 proposed office-bearers shall be subsidised. - Non-Reimbursable Items: Fixed assets such as speakers, electronic devices, trolleys, and any items not pre-approved / included in the budget plan. - Total Maximum Amount of Subsidy per Cabinet: HKD 3,000, subject to the approval and final decision of OSA.
3.3	Permitted Promotion Channels & Rules - Booth Counters at Kin Sun Square (Skylight): Each cabinet is allocated up to: 1 folded table 4 chairs 1 display board (horizontal / vertical) - Posters: To be displayed on designated notice boards around the Main Building, HSH, LKK, LBY, WYL, and SEK Buildings, and Student Hostel lobbies. All posters should be in A3 or A4 size and must include the full name of the society, proposed cabinet name, contact person, due date for posting, and the society's or custodian's stamp. - Banners: To be hung at the designated banner area at the covered walkway between Sports Complex and Lau Lee Yuen Haan Amenities Building. The size of banners should be 8' x 3', and must include the full name of the society and proposed cabinet name. - Social Media: The proposed cabinet may create their own social media account for promotion purpose. The content must be original, constructive, lawful and adhere to university policies. - Activities: Booth activities (e.g., quizzes, mini-tasks, souvenir distribution) are encouraged. On-campus promotion activities must not create excessive noise or cause any disturbance to university operations, classes, or other persons. Proposed cabinets must exercise self-discipline at all times. - Remarks on all publicity: A copy of any printed materials should be provided to OSA for review before distribution. The content should normally be provided in both Chinese and English versions, or in English only. All publicity materials, including those of physical or electronic nature, must carry the following specifications: - The proposed cabinet of XXX Society, Lingnan University - Contact information (email address / social media account) of the proposed cabinet
3.4	Fail to submit a complete set of documents by the deadline may result in disqualification from the renewal and/or election process.
3.5	Consultation Day A Consultation Day is recommended to be scheduled within the official promotion period.

		• This is a key event for fostering open dialogue and must be conducted respectfully. • On this day, proposed cabinets shall be present at a designated indoor venue or online platform to answer questions raised by their electors regarding their manifesto, year plan, and suitability for office. • Each programme-based student society may apply for an overnight booking of the Learning Commons to hold a consultation session once per cohort. • To ensure the well-being of all participants, there should be a reasonable break after every three to four hours of continuous campaign activities. The Election Committee is responsible for arranging and communicating a clear schedule for these breaks, during which all active campaigning must cease. The total duration of the consultation should be set at a reasonable length.
	3.6	Polling & Results Announcement • Polling can be conducted at a physical polling station as determined by the OSA. • The polling period usually lasts two to three days, depending on the total number of eligible voters and the voting rate. • The Election Committee should be formed according to its constitution or by the nomination from the respective custodian. OSA provides guidance, resources, and support to the Election Committee, and monitor the ballot-counting procedures when necessary. • The official results should be announced by the Election Committee following the conclusion of the complaint period.
	3.7	Complaint & Appeal Mechanism • A formal complaint period, normally lasting for two or three calendar days (equivalent to 48 or 72 hours), shall be arranged after the polling closes. • Any complaints arising from the conduct of the election must be submitted in writing to the Election Committee within the formal complaint period, following the announcement of the preliminary results. • Anonymous complaints will not be accepted. • The Election Committee, in consultation with OSA, will investigate all formal complaints. • Based on the findings, the Election Committee and OSA reserve the right to issue warnings, disqualify candidates, or invalidate election results. Such decision(s) shall be final.

4	Promotion Guidelines for Interest / Student Groups	
	4.1	Duration & Venue • The promotion period for recruiting new cabinet may be conducted

		during September to November each year. • The primary venue for physical promotion is Kin Sun Square (Skylight). • A maximum of two mass emails can be sent on behalf of the Society, provided that the content has been approved by the OSA first.
	4.2	Funding & Reimbursable Items • Fully Subsidised Items: Banners, leaflets, booklets, posters, display boards, stationery, and decorations that within the budget. • Society T-shirts: A maximum of HKD 50 per t-shirt for up to 15 office-bearers shall be subsidised. • Non-Reimbursable Items: Fixed assets such as speakers, electronic devices, trolleys, and any items not pre-approved / included in the budget plan. • Total Maximum Amount of Subsidy per Society: HKD 1,500, subject to the approval and final decision of OSA.
	4.3	Permitted Promotion Channels & Rules • Same as Section 3.3.

5	Promotion and Election Campaign Guidelines for Student Hostel Associations and Student Groups serving Special University Functions	
	5.1	Duration & Venue • The promotion period schedule and venue, as well as the details of any election campaign for recruiting and promoting a new cabinet (if applicable), will be defined by the respective custodian.
	5.2	Funding • For Student Hostel Associations, funding may be provided by the respective Warden Office. • For student groups serving special university functions, funding may be provided by the respective custodian. If no funding is available from the custodian, the student group concerned may apply for the Student Activities Fund, with a maximum subsidy of HKD 1,500, subject to OSA's approval and final decision.

6	Prohibited Conduct	
	The following are examples of conduct that are strictly prohibited and may result in immediate disqualification from the election process. Please note that this is not an exhaustive list, and other actions may also constitute violations. • Making unlawful, defamatory, discriminatory, or personally offensive remarks. • Vandalising University property or other cabinets' promotional materials.	

	• Disrupting classes, university administration, or public order. • Offering gifts or incentives that could be perceived as vote-buying. • Publishing false, misleading, or defamatory comments or materials in any form, including on social media. • Offering any inducement to influence an elector's vote. • Attempting to improperly influence electors through undue pressure or threats. • Engaging in unlawful, indecent, or violent behaviour. • Circulating materials that contravene the laws of Hong Kong, China or university regulations.
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7. Useful Forms and Samples	Appendix
Sample Promotion Plan for Election Campaign	1
Sample Budget Plan for Election Campaign	2
Sample Year Plan	3
Sample Election Result	4
Sample Annual Activity Report	5
Sample Financial Report	6
Student Leader Charter	N/A
List of Proposed Office-bearers Template	N/A
Personal Data Disposal Form	N/A
Application for Temporary Storage	N/A
Application for Student Activities Fund	N/A

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.

For enquiries, please contact:

Student Societies and Amenities Team,
Office of Student Affairs, Lingnan University
Tel: 26167025 / 26168290
Email: osa-booking@LN.edu.hk

Appendix 1**Sample Promotion Plan**

Name of the Society XXX Society, Lingnan University
Name of the Proposed Cabinet: XXXXXXXXXX
Promotion Schedule XX to XX November 202X
Venue Booth counter at Kin Sun Square

Date	Promotion Method	Brief Content	Location
XX Nov	Poster	Cabinet name, proposed office-bearers' photos, names and position.	Notice boards of Main Building, HSH, LKK, LBY, WYL, SEK and Hostel Lobbies
XX Nov	Leaflet	Cabinet name, proposed office-bearers' photos, names and position, year plan, the naming reason, objectives	Booth Counter at Kin Sun Square
XX Nov	Banner	Cabinet Name, proposed office-bearers' photos, names and position, Polling dates, consultation date, time and venue	Banner area at the covered walkway between Sports Complex and Lau Lee Yuen Haan Amenities Building
XX Nov	Social Media Post	Post 1 - Introduction of the cabinet	Instagram
XX Nov	Social Media Post	Post 2 - Year plan	Instagram
XX Nov	Social Media Post	Post 3 - Introduction of the proposed office-bearers	Instagram
XX Nov	Booth Counter Activity 1: Name challenges	Invite students to recognise proposed office-bearers' name and position / teaching staff's name and department / subject	Booth Counter at Kin Sun Square
XX Nov	Booth Counter Activity 2: Quiz	Invite students to answer questions related to your School/Faculty/Department	Booth Counter at Kin Sun Square
XX Nov	Booth Counter Activity 3: Mini-tasks	Invite students to follow the proposed cabinet's IG account, take photos and tag the campaign slogan, etc	Booth Counter at Kin Sun Square
XX Nov	Booth Counter Activity 4: Tailor-made Souvenir	Invite students to design their door plate/ key chain/ decoration items etc	Booth Counter at Kin Sun Square

Appendix 2

Sample Budget Plan for Election Campaign

Name of the Society: ABC Society, Lingnan University

Name of the Proposed Cabinet: SMART

Budget Plan for Promotion Period:

	Items	Quantity	Amount
1	Posters	25	HKD 75
2	Leaflets	500	HKD 500
3	Cabinet T-shirt	10	HKD 500
4	Stationery - Cert Paper	1	HKD 30
5	Stationery - Markers	3	HKD 21
6	Stationery - Tape	1	HKD 5
7	Printing - Proposal and Budget Plan	100	HKD 150
8	Banner (8' x 3')	1	HKD 600
9	Handicraft Materials as Souvenir	1	HKD 300
10	Stationery - For making props	1	HKD 200
11	Materials for Mini-games	10	HKD 500
		Total	HKD 2881

Appendix 3**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 4**Sample Announcement of Election Result****ABC Society, Lingnan University
Election Result Announcement**

Polling closed at 5:00 pm on 15 November 2026 at LYH209. A total of 120 votes were cast. Vote counting commenced at 5:10 pm on the same day at the same venue. Following a three-day complaints period, the Election Committee received no complaints. The voting results are hereby officially announced.

Candidate Cabinet No. 1 of the ABC Society, Lingnan University: SMART

Total number of eligible electors	250
Total number of votes	120

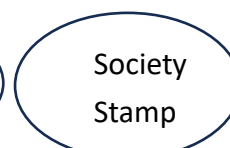
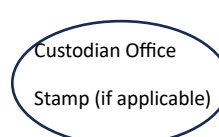
Ballot count	Number	Percentage (%)
Confidence votes / For	95	79.2
No-confidence votes / Against	10	8.3
Abstentions / Abstain	5	4.2
Invalid votes	10	8.3
Total	120	100

Under Article 9.1.2 of the Constitution of the ABC Society, Lingnan University, the total number of votes cast in an Executive Committee election must be at least one-third of all members of the Society for the election to be valid. If only one cabinet contests the election, that cabinet must obtain confidence votes from at least three-fifths of the total number of votes cast in order to be elected. If two or more cabinets contest the election, the cabinet receiving the higher number of votes shall be elected, provided that abstentions do not exceed one-third of the total number of votes cast. The total number of votes cast in this election complies with the requirements of the Constitution, and the election is therefore valid.

Candidate Cabinet No. 1, SMART, has obtained confidence votes from at least three-fifths of the total number of votes cast. It is hereby announced that Candidate Cabinet No. 1, SMART, has been successfully elected.

Endorsed by: _____ Date: _____
(Name, Chairman of Election Committee)

Approved by: _____ Date: _____
(Name and Position of the respective Custodian)



Appendix 5

Sample Annual Activity Report

**ABC Society, Lingnan University
Annual Activity Report 2026**

Submitted to: Office of Student Affairs, Lingnan University

Prepared by: The Executive Committee of ABC Society, Lingnan University

Date of Submission: 30 November 2026

Reporting Period: 1 January 2026 to 15 November 2026

As at 15 November 2026, the Society had a total of 60 members, organised five activities during the reporting period. The major activities are summarised below.

Date	Activity	Number of Participants
10 Feb 2026	Community Service: Elderly Home Visit	20
15 Apr 2026	Farewell Party	30
29 Aug 2026	Summer Camp	60
10 Oct 2026	Career Development Workshop	25
5 Nov 2026	Cantonese Class for EM students	15

(Insert activity photos with captions)

Achievements and Highlights

- Successfully recruited 60 new members, representing a 10% increase over the previous year.
- Organised five activities for 150 participants in total.
- Established new partnerships with XYZ Community Centre

Challenges and Lessons Learned

- Limited campus venue availability made scheduling difficult for larger events.
- Participation in certain activities was lower than expected due to academic workload and timetable clashes.
- Reaching members through online channels was less effective than expected.

The Society has learned the importance of early planning, diversified publicity strategies, stronger collaboration with other societies and timely communication with members.

Handover to Incoming Cabinet

The handover to the incoming Executive Committee for the 2027 session was planned to conduct according to the following timeline:

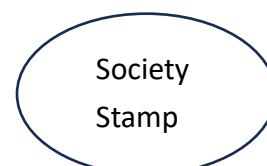
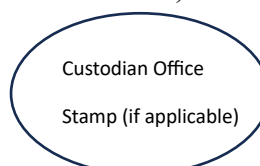
Date (2026)	Event	Details
20 Nov	Handover Meeting	Outgoing and incoming committees reviewed all handover items
21-30 Nov	Transition Period	Outgoing officers briefed their incoming counterparts
15 Dec	Final Handover	Records, accounts and inventory formally handed over: • Constitution • Meeting Minutes • Financial records and documents • Office stamp • Inventory of equipment, banners, souvenirs and office supplies • Social media accounts, email accounts and website credentials • Membership database and contact lists • Event proposals, reports, photographs and publicity materials • Outstanding matters and follow-up action list

Despite various challenges, the Society successfully organised a wide range of activities and strengthened its role within the Lingnan University community. The Executive Committee is confident that the incoming committee will continue to build on these achievements and serve members with even greater commitment in the coming year.

Prepared by: _____ Date: _____
(Name of Secretary)

Endorsed by: _____ Date: _____
(Name of President)

Approved by: _____ Date: _____
(Name and Position of the respective Custodian)



Appendix 6**Sample Financial Report**

XXXX Society, Lingnan University		
Financial Report 2026		
Income	Amount	Amount
Membership Fee (HK\$100 x 100ppl)	HK\$ 10,000	
Sponsor by XXXX Club Advisor	HK\$ 1,000	
Total Income		HK\$ 11,000
Expenditure		
1. General Promotion	HK\$ 800	
2. Recruitment Booth	HK\$ 300	
3. Welcome Night for Freshmen	HK\$ 1,000	
4. Community Project 1: Shining Tuen Mun	HK\$ 2,000	
5. Community Project 2: Care About Our Community	HK\$ 2,000	
6. NSO - Campus Life Carnival	HK\$ 800	
7. Community Project 3: Cantonese Class for Ethnic Minority Children	HK\$ 1,500	
8. Recruitment of New Cabinet	HK\$ 1,000	
Total Expenditure		HK\$ 9,400
Surplus		HK\$ 1,600

Prepared by: _____ Date: _____
 (Name of Treasurer)

Endorsed by: _____ Date: _____
 (Name of President)

Approved by: _____ Date: _____
 (Name and Position of the respective Custodian)

