



A Must for Student Societies

An essential guide to setting up, running, and sustaining an LU recognised student society, and regulations in organising student activities

Introduction

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.
2. “A Must for Student Societies” sets out the University’s latest policies and practices pertaining to (i) registration of student societies, (ii) termination of registered student societies, (iii) support to registered student societies, and (iv) guidelines for organising student activities. All students are advised to read it thoroughly before submitting an application for student societies registration and organising any activities.
3. Students interested in forming and sustaining registered student societies should study this guidebook and the appendixes thoroughly, and submit their applications to the Office of Student Affairs (OSA) for processing.
4. The University and the OSA reserve the final decision on matters relating to student societies and student activities.
5. The OSA reserves the right to update or amend “A Must for Student Societies” as and when necessary without prior notice.
6. For enquiries, please approach the Student Societies and Amenities Team of the OSA (Tel: 2616 7025 or Email: osa-booking@LN.edu.hk). Students should refer to the most up-to-date “A Must for Student Societies” published on the [OSA Website](#).

Part 1 : Registration of New Student Societies

1.1 Proposing a Student Society

To propose any student societies, groups, hostel associations, interest clubs (or student entities of similar nature, which will be referred as “student society(ies)” thereafter) wishing to register should apply for “Student Societies Registration” under Lingnan University (LU) through the Office of Student Affairs (OSA) according to the schedule announced annually. Late applications or incomplete submissions will NOT be considered.

1.2 Term of Office

The term of office for all registered student societies should commence from 1 January and end on 31 December each year. Exceptional cases with justification must be reviewed and approved by the Director of Student Affairs.

1.3 Consultation Session(s) with OSA

To strengthen communication with student leaders and understand mutual expectations, the proposed office-bearers could arrange an appointment with OSA. Alternatively, OSA may invite prospective office-bearers of student societies to consultation session(s) if deemed necessary. The four key office-bearers, namely the President, Vice-President, Treasurer, and Secretary, should attend the consultation session(s) on time. Other teammates are also welcome to join.

1.4 Conditions for Society Registration

- 1.4.1** Some types of student societies require endorsement from the relevant parties before applying for “Student Societies Registration” via the OSA (on behalf of LU). Please refer to the table below for details:

	Types of Student Society	Endorsement By Custodian
(i)	Programme / Departmental / Faculty / School-based Student Society	Programme Director, Department Head or Faculty / School Dean
(ii)	Student Hostel Association	Hostel Warden
(iii)	Student Groups Serving Special University Functions (e.g. Christian Student Association)	Chaplain’s Office (and / or other relevant University units)

- 1.4.2** A group of students who share common interests in particular areas may apply for registration of an Interest Club. Open membership for all undergraduate and

postgraduate students from different levels of study is mandatory unless there are strong justifications to target specific student groups and obtain special approval from the OSA. The proposed Interest Club should collect at least 50 signatures from LU full-time undergraduate and / or postgraduate students to support its establishment and submit them along with the completed registration form. The proposed committee members should also sign and submit the Student Leader Charter. To sustain the society, at least 50 members should be recruited and reported to OSA during the renewal application.

- 1.4.3** Dual registration should be declared during the registration, for example, by societies that manifest as established chapters or are formed with LU's partners, such as the Wofoo Leaders' Network and the University-YMCA (Lingnan University). Student groups sharing similar interests should be combined into one interest group.
- 1.4.4** The minimum number of office-bearers of a 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. The total number of office-bearers should not exceed FIFTEEN (15), unless there are strong justifications and special approval is obtained from the OSA.
- 1.4.5** All active full-time undergraduate or postgraduate students who have signed the Student Leader Charter are eligible for taking up the roles of office-bearers. Since final-year students could only perform their duties for one academic term, they may only take up positions other than the required roles mentioned in 1.4.4. Students should be of great integrity, dependable, capable, and passionate in serving Lingnan University and all its stakeholders. Executive committee members shall be fully committed to the mandatory briefing and / or training sessions to be arranged by the OSA.
- 1.4.6** Each student can serve as an office-bearer in a maximum of two student societies at the same time, and each student can hold only one chairmanship in one society.
- 1.4.7** In case the study status of an office-bearer of a registered society being "Discontinued" or "Official Withdrawal", a replacement shall be made as far as possible to sustain the minimum number of office-bearers of SEVEN (7) or as stipulated by the society's constitution, whichever is more. Students who are on academic probation, suspension of studies or leave of absence are not allowed to assume duties in student societies until their student status returns to active.

1.4.8 The criteria for registration are based on:

- (a) Alignment and compliance with the University's mission, values, policies, and regulations;
- (b) Positive impact and general benefits to students, the University, and the community;
- (c) Relevance, practicality, and values of the society's constitution and activities;
- (d) Demonstrated capability, presentability and readiness of the executive committee members to effectively organise proposed activities and ensure the long-term governance and operational sustainability of the society.
- (e) Achievability of the United Nations' Sustainable Development Goals (SDGs);
- (f) The open eligibility of membership to all students as far as possible; and
- (g) Distinctiveness with other existing student societies.

1.4.9 To register, the proposed student societies are required to adopt the following format of names:

嶺南大學XX 學會 (XX Society, Lingnan University)

e.g. 嶺南大學音樂學會 (Music Society, Lingnan University)

嶺南大學 YY 系會 (YY Programme / Department / Faculty / School Society, Lingnan University)

e.g. 嶺南大學翻譯系會 (Translation Departmental Society, Lingnan University)

e.g. 嶺南大學跨學科學院會 (Interdisciplinary Studies School Society, Lingnan University)

1.4.10 Should there be any changes to the constitution, the registered student society must submit the updated content to the OSA for endorsement at least four weeks before the anticipated implementation date. OSA and the society's executive committee retain final authority over the interpretation of the constitution.**1.4.11** OSA set up on its website designated page(s) for all recognised student societies to publicise necessary information, including the name of student societies, their constitutions, membership application details, contact emails, and endorsed activities / events, etc.**1.4.12** In accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486), the student societies should include the Personal Information Collection Statement (PICS), where appropriate, in their documentation and communication collaterals concerning any provision of personal data and other related information. Student activities guidelines and a sample of the PICS for registered student societies can be found on the [OSA website](#).

Part 2 : Termination of Registered Student Societies

- 2.1** Whenever any executive committee member breaches the stipulation(s) outlined in the Student Leader Charter, A Must for Student Societies, and guidelines for the use of the campus facilities and university resources during the term of office, the registration of his / her affiliated student society will be rescinded subject to the decision of the custodian(s) / supervising office(s).
- 2.2** If any office-bearer acts against Hong Kong laws or any laws applicable to Hong Kong, not only shall their affiliated student society be suspended or terminated, but their case shall also be brought forward to the Student Disciplinary Committee for consideration.
- 2.3** LU reserves the right to report the aforesaid case to the laws enforcement agencies and to make public disclosure.

Part 3 : Support to Registered Student Societies

As registered student societies are valuable assets of LU, they are eligible to receive the following support from the University as far as possible.

- 3.1** Co-working venues and facilities will be provided for meetings, activities, and storage. Further, designated areas are available for displaying publicity materials like posters, banners, table stands, and roving booths. Given the limited resources available, OSA will prioritise according to the actual circumstances in response to registered student societies' requests for.
- 3.2** Email* and website** services for registered student societies to promote, disseminate information, and communicate with LU and external parties.
- 3.3** A Student Activities Fund (SAF) has been set up to subsidise student-led activities, purchase of equipment, or any other meaningful and innovative projects.
- 3.4** Sponsorship and / or subsidies are provided to support the office-bearers to take part in leadership programmes, student conferences, exchange activities, and training events.
- 3.5** Tailor-made Leadership Enhancement Programmes (LEP) will be arranged for office-bearers to sharpen their leadership knowledge and skills pertaining to student societies and student-led activities.
- 3.6** The University and the OSA will offer timely advice and guidance over the societies' operation and development.

* Any dissemination of emails to all students and staff in the name of the societies must go through the designated email account of the OSA, before which the content has to obtain prior approval from the OSA.

** The content shown in the designated page of the OSA Website must be approved and handled by the OSA. There will be no redirection to any other website(s).

Part 4 : Guidelines for Organising Student Activities

All students must adhere to Hong Kong laws and University regulations. Students are also expected to conduct themselves responsibly in a manner deemed acceptable by society at large.

4.1 Meaningful and Educational Activities

Student organisers are expected to organise meaningful and educational activities to benefit fellow students and Lingnan community. As such, organisers are advised to design the learning outcomes for their activities beforehand and assess the outcomes through evaluation meeting and survey. Please share evaluation reports among organising committee members and successors for further improvement.

4.2 Moral and Ethics

Student leaders are expected to uphold the highest moral and ethical standards in the day-to-day operation of their respective student societies and in the delivery of student activities. Organisers should ensure the programmes are free from offensive and indecent elements. Everyone should respect each other for having different views and should not adopt a hostile attitude. In general, student activities should not interfere with scheduled academic classes, nor should they encourage students to miss class to participate in them. Participants should always have a choice not to join any or part(s) of the activities. There should be no discrimination on any ground. Disciplinary action(s) may be taken against the students involved in misconduct and / or misbehaviour. Below is particularly highlighted:

4.2.1 [Guidelines for Learning](#)

4.2.2 [Regulations Governing Discipline of Students](#)

4.3 Safety and Security

An organiser should always ensure that the delivery of programme is safe for every participant. In case of emergency or injuries on campus:

- Assess the situation;
- Contact the OSA (Tel: 2616 7309) during office hours, and / or the Security Office (24-hour hotline: 2616 8705) for assistance; and
- Report any loss of property or security concern to the Security Office on the ground floor of the Wong Administration Building on campus.

4.4 Legal Issues Concerning Activities Involving Students Aged Under 18

Student societies are reminded that since some students are under age 18 (minors), it is required

to include date of birth in the enrollment form for off-campus activities (e.g. summer camps). Organisers must obtain parental consent for minors to participate in any off-campus activities beforehand. Student societies bear legal responsibility if their activities involve indecency or expose minors to adult materials. Minors are not allowed to hold the position of President and Treasurer in student society as they cannot bear legal liability.

4.5 Use of the University's Name and Logo

The visual identity of Lingnan University is an important asset of the University. The use of the name “Lingnan University” and “嶺南大學”, and the logo and emblem of the University, is governed by the Lingnan University Ordinance (Cap. 1165), which is part of the laws of Hong Kong. Only recognised student societies can use the name and logo of Lingnan University. Please refer to the University's [website on visual identity](#) for more details.

4.6 Intellectual Property, Data Privacy, Equal Opportunity, and Copyright

All students should adhere to the University's formulated policy in terms of intellectual property rights, and comply with the Data Privacy Ordinance, the Equal Opportunity Ordinance, and the Copyright Ordinance where applicable at all times. Student societies should make sure the design and content of their promotional materials are original. Copying others may result in legal liability.

4.6.1 Important Notes on Collecting Personal Data

To comply with the Personal Data (Privacy) Ordinance (Cap. 486), student societies / organisers must adhere to the Six Data Protection Principles (DPP):

DPP1	Personal data shall be collected for a purpose directly related to a function and activity of the data user; lawful and fair collection of adequate data; data subjects shall be informed of the purpose for which the data are collected and to be used.
DPP2	All practicable steps shall be taken to ensure the accuracy of personal data; data shall be deleted upon fulfillment of the purpose for which the data are used.
DPP3	Unless the data subject has given prior consent, personal data shall be used for the purpose for which they were originally collected or a directly related purpose.
DPP4	All practicable steps shall be taken to ensure that personal data are protected against unauthorised or accidental access, processing or erasure.
DPP5	Formulates and provides policies and practices in relation to personal data.
DPP6	Individuals have rights of access to and correction of their personal data.

Data users should comply with data access or data correction request within the time limit, unless reasons for rejection prescribed in the Ordinance are applicable. Please also refer to the Code of Practice for Handling Personal Data at Lingnan University:

<https://www.ln.edu.hk/dpp/code-of-practice>.

4.6.2 Personal Information Collection Statement (PICS)

According to the Ordinance, student societies / organisers are required to provide the data subjects with a Personal Information Collection Statement (PICS) when collecting personal data (e.g. HKID number, address, telephone number, etc.). The PICS should include the following:

- A. Statement of purpose with retention period;
- B. Statement as to whether it is obligatory or voluntary for the individual to supply any personal data;
- C. Statement of possible transferees within the society and beyond, if applicable;
- D. Request for consent to receiving further information from the society, if applicable;
- E. Statement of rights of access and correction of contact details; and
- F. Notice of contact person for requesting access or correction

The sample of PICS can be found on the [OSA website](#). For more information, please visit the [website](#) of the Office of the Privacy Commissioner for Personal Data, Hong Kong (PCPD).

4.6.3 Best Practices for the Collection and Use of Photos and Videos at Student Activities

To comply the University's [Code of Practice for Handling Personal Data](#) when handling personal data, please follow the standard operational guidelines for photo and / or video-taking when organising student activities:

- A. **Pre-Event (Advance Notice):** All promotional materials, event web pages, invitation and registration forms must explicitly notify participants of potential photo and / or video recording.
- B. **Implied Consent Scope:** Attendance following explicit advance notice constitutes consent for records and promotion (including websites, printed materials, and official social media platforms).
- C. **During Event (On-Site Transparency):**
 - Signage: Major and public events must feature prominent signage at primary entrances.
 - Announcements: Event host or emcee to make an opening announcement reminding the participants about photo and video coverage.
 - Shot Selection: Photographers should prioritise crowd and wide-angle shots. Explicit consent must be obtained prior to taking posed, close-up, or featured portraits. For targeted close-up photo or when individuals will be prominently featured, the organiser may consider to proactively recruit and invite participants in advance to sign a formal consent form, explicitly authorising the organisers to use their images for promotion.
- D. **Post-Event (Managing Rights & Requests):**
 - Handling Opt-outs: The organiser must provide a clear contact point (Society's Email) and handle image removal requests from digital platforms without undue delay.
 - Print Media Limitations: If removal from printed materials is impossible, the

organiser must inform the requester and commit to ceasing further production/use of that image.

- **Record Keeping:** The organiser should maintain a simple and clear log of all data privacy inquiries and takedown actions taken, and retain images only for as long as necessary for the stated purposes and apply defined retention periods.

Sample notice and announcement wording are available at [OSA Website](#).

4.7 Guidelines for the Use of Social Media

Nowadays social media and digital communication channels (Facebook, Instagram, Signal, Threads, WhatsApp, WeChat, Xiaohongshu, etc.) serve as remarkable tools for student societies to promote their activities and engage with their members at any time. However, postings could be misinterpreted or confidential information could be mistakenly shared. Student societies / organisers, and the individuals concerned, should always bear in mind that what they act online represents their society and Lingnan University, and should think twice before disseminating any information or content through social media channels and / or communication groups. They must ensure that the materials do not include any information or content that is obscene, abusive, violent, defamatory or otherwise, are not or would not be contrary to the interest of national security, and shall not violate the laws of Hong Kong (including laws and regulations relating to national security and intellectual property rights).

Student societies / organisers are strongly advised to follow these tips:

- Is the information accurate? If uncertain, verify with the respective offices or the OSA.
- Is the content appropriate and necessary to share on behalf of the society?
- Will it potentially harm the society's or the University's reputation?
- Exercise thoughtfulness and respect. Both office-bearers and their society bear responsibility for public or shared content.
- Postings and contents shall be regularly monitored (e.g. at least once a week) by an assigned administrator, such as the person-in-charge of that particular activity. Outdated posts or inappropriate responses from other social media users should be promptly handled and / or removed.
- If the society intends to restrict access to LU students or specific members for viewing social media posts, consider creating a private communication group instead of a public account or page accessible to all internet users.

Remember, once shared on social media, the content leaves a permanent digital footprint. Therefore, it is important to make prudent use of social media platforms.

4.8 Guidelines for Organising Off-Campus Outdoor Activities

4.8.1 Always prioritise safety as the topmost concern when planning your activities.

4.8.2 Student organisers should assess the credibility and reliability of the co-organiser(s) and

service providers. Seek prior approval from the OSA for any collaboration opportunities before signing any forms of agreements with outside organisations.

- 4.8.3** The University's insurance covers full-time students who sustain bodily injury whilst engaging in the activities organised or arranged by the University and / or recognised student societies. These include activities organised by student bodies with (a) the support of the Student Activities Fund (SAF), (b) the granting of Integrated Learning Programme (ILP) unit(s), and / or (c) activities endorsed by the University.
- 4.8.4** Please assess the potential dangers of the activity and determine whether the society / organiser will provide or require additional insurance coverage for participants before promoting the activity. Also, consider whether specific health conditions are necessary for participants. All participants are expected to take full responsibility for their safety during the activity. Make sure all participants comprehend the insurance coverage, health requirements, and liability when they sign up for the activity. Samples of the Undertaking Form and Parental Consent Letter can be found on the [OSA website](#).
- 4.8.5** Please inform all the participants of the following areas:
- (a) Details of the activity;
 - (b) Contact person of the activity;
 - (c) Preparation of the participants;
 - (d) Points to note; and
 - (e) Contingency plan.
- 4.8.6** Please keep the name and contact number of the next of kin of all the participants for emergency purposes. The person-in-charge should keep this list confidential throughout the activity and dispose of it with proper procedures afterwards.
- 4.8.7** Organisers and participants are expected to exercise self-discipline to avoid causing disturbances to others.
- 4.8.8** Be alert of the weather conditions and take precautions accordingly and swiftly. Organisers should keep a close eye on the weather forecast according to the [Hong Kong Observatory](#) (for off-campus activities in Hong Kong), and maintain close communication with the participants for any sudden changes / contingency arrangements.
- 4.8.9** Organisers are strongly advised to have a first-aid kit ready at all times during the activity for immediate first and self-aid. In case of emergency or injuries, please call 999 for immediate assistance and report to the University right after at 2616 8000 or 2616 8705.

- 4.8.10** For assistance and advice, please contact the Student Societies and Amenities Team of the OSA during office hours at 2616 7025 or osa-booking@LN.edu.hk.

4.9 Guidelines for Organising On-Campus Activities

- 4.9.1** Recognised student societies are eligible to reserve designated venues on campus for organising student activities that are approved by their custodian(s) or the OSA in advance. For the venue reservation guidelines and application forms, please visit the OSA's [website on student amenities](#).
- 4.9.2** Organisers and participants are expected to exercise self-discipline to avoid causing noise disturbances to other students, staff, and the normal class / office work of the University, as well as the surrounding neighbourhood. Student societies that repeatedly cause noise disturbances may face a ban from using University amenities for a period of time, and / or other disciplinary actions where appropriate. All events, including the setup and dismantling work, held in the evening should conclude by 10:00pm. Noise levels should be promptly reduced upon receiving any reminders or complaints.
- 4.9.3** Recognised student societies are allowed to promote their activities through banners and posters on campus. Prior to printing and distribution, the design of promotional materials must be approved by the custodian(s) and / or the OSA.
- 4.9.4** During the study week and examination period, no student activities organised by student societies will be permitted. There will be no venue reservations or funding support for such activities during this time.
- 4.9.5** Smoking, consumption of drugs, gambling, or betting in any form(s) are strictly prohibited on campus. Consumption of alcohol is not allowed within the campus and hostels.
- 4.9.6** No activity involving the sale of commodities, commercial promotion, or fundraising for purposes other than those benefitting Lingnan University is permitted on campus. Recognised student societies are required to thoroughly evaluate any proposals for external sponsorship opportunities before engaging into any agreements, and should seek advice and obtain prior approval from the OSA to review the terms and conditions before accepting any offer(s).
- 4.9.7** For welfare product sales, such as society tees, organised by recognised student societies, students are required to maintain accurate financial records and stocktaking with proper procedures. All cash received from these sales should be transferred to the designated bank account in a timely and proper manner. The University and / or OSA may request student societies / organisers to submit formal financial records for review

from time to time.

- 4.9.8** If students wish to invite guests to their event on campus, they are required to apply for prior permission from the University and check the latest campus access control policy. Applications should be submitted to the Office of Campus Development and Management (OCDM) via the OSA. Students must accompany their guest(s) during the visit and ensure that the visit does not disrupt the normal activities of the University. Student societies should inform all performing guest(s) well in advance that all programmes at the University must be free from offensive and indecent elements. Student societies / organisers are accountable for the behaviour of their invited guest(s) and should make every effort to ensure they behave appropriately.
- 4.9.9** Students and campus users are expected to assist in protecting University property and maintaining the campus in a beautiful and tidy condition. If University property is misused, damaged, or lost, the respective student society / organiser is responsible for penalties and the costs associated with repair or replacement.

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.