



[Applicable to existing student societies only]

Application for Re-recognition and change of new Executive Committee

Activity Funding Year: 2019

Notes:

1. This form should be completed by the key office-bearers of a Student Society. Please read the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition in completing the form, societies should fulfill the requirements for Re-recognition as stipulated in the Manual of Student Organisations.
2. Use a separate sheet if necessary.
3. This application for re-recognition will be considered by the Committee on Student Affairs (CSA). Student Affairs Office (SAO) may contact the key office-bearers for further details to facilitate consideration. Final decision rests with the CSA.
4. Recognition status of Student Societies will be subject to annual review and assessment.
5. For enquiries, please contact the Student Affairs Office, The Open University of Hong Kong, Ho Man Tin, Kowloon.
Tel: 2768 6634 Fax : 8148 3376 Email: sao@ouhk.edu.hk

1. Details of the Student Society

1. Name (in English): _____
(in Chinese): _____
2. Postal Box No.: _____
3. Email Address: _____@ouhk.edu.hk
4. Website/ facebook: _____
5. Society Bank Account Holders' Name: _____
6. Society Bank Account Number: _____
7. Term of office: From _____ (dd/mm/yy) To _____ (dd/mm/yy)

2. Updated Constitution

Please submit an updated constitution **as attachment** together with this application form. If there is no update in constitution, the chairman should declare that there is NO amendment and SAO will keep the latest received version of constitution for record.

3. List of office-bearers (According to the organisation structure stipulated in the Constitution):

Position	Name (in English)	Name (in Chinese)	Student No.	Phone No. and Email Address	Relevant expertise/ experience
1. Chairman*					
2. Internal Vice Chairman*					
3. Treasurer*					
4. Secretary *					
5.					
6.					
7.					
8.					
9.					
10.					

* Key office-bearers

Note: All the office-bearers should be active OUHK students studying one or more credit bearing course during the Activity Funding Year.

6. Annual Activity budget plan

*Please add rows if necessary.

Income

Items	Details	Estimated Income	Subtotal
1) Membership fee			
2) Subsidy from CSA			
3) Participant's fee			
4) Sponsorship / Donation			

Total income:

Expenditure

Items*	Details	Estimated Expenditure	Subtotal
1) Activity 1: _____			
2) Activity 2: _____			
3) Activity 3: _____			
4) General expenditure			

Total expenditure:

Balance:

* Please indicate which items are supported by CSA.

7. Consent form to be an adviser of a Student Society

I, the undersigned, agree to be an adviser of this Student Society for the term of office from _____(dd/mm/yy) to _____(dd/mm/yy).

Signature

Name and position in OUHK

Date

8. Declaration

We, the undersigned, being the key office-bearers of the Student Society above, declare that the information provided in and attached with this application form is accurate to the best of our knowledge. We understand and accept the requirements and conditions listed in the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition.

Name of Chairman

Signature

Date

Name of Internal Vice Chairman

Signature

Date

Name of Treasurer

Signature

Date

Name of Secretary

Signature

Date

Society's official stamp

Name of Adviser

Signature

Date

- End -

Membership List (For Non-programme related societies)
Activity Funding Year: 2019

Notes:

1. This form should be completed and verified by the Chairman and Treasurer of a Student Society. Please read the Guidance Notes for Application for Setting up a Student Society and OUHK Recognition in completing the form.
2. All the office-bearers in the current Activity Funding Year and members of the Student Society are required to sign on this form.
3. Use a separate sheet if necessary.
4. The major category of membership should consist of OUHK credit-bearing students only, with at least half 100 active students who are studying one or more credit-bearing courses in the current semester. If persons other than credit-bearing students are to be included, they should belong to a different category of membership, and their rights and responsibilities must be clearly specified.
5. For enquiries, please contact the Student Affairs Office, The Open University of Hong Kong, Ho Man Tin, Kowloon.
 Tel: 2768 6634 Fax : 8148 3376 Email: sao@ouhk.edu.hk

Name of the Student Society: _____

The below list is updated on: _____

*Please add rows if necessary.

	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
14				
15				
16				
17				
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Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
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Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
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93				
94				

	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
95					
96					
97					
98					
99					
100					

Total no. of members this year: _____

Declaration (By Chairman and Treasurer):

We, the undersigned, declare that the information provided in and attached with this membership list is accurate to the best of our knowledge. We understand and accept the requirements and conditions listed in the Guidance Notes for Recognition of Student Societies.

Name of Chairman

Signature

Date

Name of Treasurer

Signature

Date

Name of Adviser

Signature

Date

- End -