



**[Applicable to existing student societies only]**

**Application for Re-recognition and change of new Executive Committee**

**Activity Funding Year: 2021**

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 for 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: ssa@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.

**4. Signature Specimen of the two designated office-bearers**



**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. Nomination/ Replacement of Representative to be Union Council Member of The Open University of Hong Kong Students' Union (OUHKSU)**

I, the undersigned, agree to be the nominated member in Students' Union Council during the term of office from \_\_\_\_\_(dd/mm/yy) to \_\_\_\_\_(dd/mm/yy). I shall attend meetings of Students' Union Council and abide by the Constitution, related rules and regulations of The Open University of Hong Kong Students' Union.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and position in society

\_\_\_\_\_  
Date

**9. 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: 2021**

## 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 of them (50%) or 100 students, whichever the higher being 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: ssa@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					

	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					

	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					

	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
80					
81					
82					
83					
84					
85					
86					
87					
88					
89					
90					



	Name (in English)	Name (in Chinese)	Student No.	Type of Membership (e.g. Ordinary member, senior member, affiliate member)	Signature
91					
92					
93					
94					
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 Application for Setting up a Student Society and OUHK Recognition.

\_\_\_\_\_  
Name of Chairman

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Treasurer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Adviser

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date