

Student Development Services (SDS)

SDS Regulations for SDS-affiliated Student Societies and Clubs

1. The names of the student societies and clubs affiliated with SDS should include 'CityU' or '香港城市大學' along with the official name of the society in both English and Chinese. The official names should be identical to the names used in social media.
2. Student societies and clubs must show their uniqueness (i.e. their purposes do not overlap with any other existing student societies in CityU).
3. Membership: **ALL** current CityU students are eligible full members. No outsiders will be allowed (SDS approval is required for accepting external parties to be affiliated members).
4. Student Officers must be current CityU undergraduate students throughout the entire term of service.
5. At least 20 students must sign up as potential members. A society or club must maintain a membership with at least 20 students.
6. To avoid conflict of interest, student societies and clubs should **NOT** be affiliated to any other external organisations. Student societies and clubs that wish to make any affiliation with external organisations must obtain prior approval from SDS.
7. Any society or club that has had any association with any external parties must, before seeking registration with SDS, settle **ALL** outstanding matters completely, including financial matters, with other external parties.
8. A newly established student society or club must submit the completed registration form together with the member list, proposed annual plan and budget plan. A society whose application is successful must obtain an official stamp, and a scanned copy of which must be submitted to SDS within one month after registration approved.
9. The term of registration starts from 1 January and ends at 31 December every year. Student societies and clubs that wish to renew their registrations must submit the renewal forms together with proposed annual plans, budget plans and member lists to SDS. All renewal procedures must be done no later than one month before the expiry of the registration.
10. SDS-affiliated student societies and clubs must follow the '[Financial Regulation for SDS-affiliated Student Societies and Clubs](#)'.
11. Student societies and clubs that wish to use the CityU logo in any student-related activities and matters must obtain prior approval from SDS.
12. SDS-affiliated student societies and clubs violating any terms of the Regulation may lead to penalties, including suspension and termination.
13. In case of dispute, SDS's decisions will prevail.