



## 澳門大學學生會

Associação de Estudantes da Universidade de Macau

*University of Macau Students' Union*

## 二、三月份活動更改/取消指引

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### 第一章

#### 總則

#### 第一條

##### 標的

本指引適用於澳門大學學生會（以下簡稱『本會』）內部所有組織，包括領導機關、附屬組織及專項委員會等。

#### 第二條

##### 審批機關

二、三月份活動更改/取消由本會理事會財務處執行。

#### 第三條

##### 適用範圍

此指引僅適用於二零一九年（澳門大學學生事務部資助）第六輪資助、二零二零年（澳門大學學生事務部資助）第一輪資助或二零二零年度高等教育基金第一期活動資助獲批且原定於二零二零年二月一日至三月三十一日舉辦、合辦、協辦或以任何形式參與組織之活動。



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### 第二章

#### 一般規定

#### 第一節

#### 申請指引

#### 第四條

#### 申請資格

- 一、申請人需為本會組織之成員，包括領導機關、附屬組織及專項委員會等。
- 二、申請人所屬之組織需為二零二零年二月一日前已完成附屬組織續期程序或專項委員會成立程序。
- 三、申請人全權負責此活動通知/更改/取消之申請。

#### 第五條

#### 申請人

- 一、申請人須為附屬組織負責人或該活動之統籌。
- 二、上方所指之申請人包括會長、副會長、主席、副主席、秘書長及財務長。
- 三、本會理事會財務處如不接納申請人之資格，須解釋原因。
- 四、若申請人不接受本會理事會財務處之解釋，申請人可向本會會員大會常務委員會提出上訴。

#### 第六條

#### 申請人之義務

申請人須履行以下義務：

- (一) 遞交申請文件；
- (二) 於該次申請中代表組織進行申請工作；
- (三) 與本會理事會財務處聯絡；
- (四) 簽署所有有關該申請之文件。

#### 第七條

#### 活動更改/取消之強制申請

所有以本會名義，包括本會領導機關、附屬組織及專項委員會等，於二零二零年二月一日至三月三十一日期間舉辦、合辦、協辦或以任何形式參與組織活動都必須遞交申請，惟滿足第八條者除外。



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### 第八條

#### 豁免申請之活動

- 一、符合下列任一情況之活動可向本會理事會申請豁免活動更改或取消之強制申請：
  - (一) 該活動在二、三月份期間於網上舉行；
  - (二) 該活動在二、三月份期間舉行並不會出現多於五人之面對面交流。
- 二、如有以上情況未能涵蓋之活動且具合理解釋認為可申請豁免活動更改/取消之強制申請，附屬組織負責人或該活動之負責人則可向本會理事會提出書面申請。

### 第九條

#### 聲明書

若符合第八條之任一情況，申請人須自行填寫本會於該次活動提供之聲明書並附上簽署及組織印章，向本會理事會財務處遞交以作確認。

## 第二節

### 補充

### 第十條

#### 申請活動更改

- (一) 申請人需於 (澳門大學學生事務部資助) 第二輪資助申請結束前完成整個申請程序。如獲得高等教育基金資助需於活動開始前 40 日完成整個申請程序。
- (二) 申請人有義務確保更改活動之進行；
- (三) 如該活動最後在本年度無如期進行，則該組織如於下年度再度申請舉行同類型活動時，本會理事會會將該同類型活動置於最後審批。

### 第十一條

#### 申請活動取消

- (一) 申請人需於 (澳門大學學生事務部資助) 第二輪資助申請期結束前完成整個申請程序。如獲得高等教育基金資助需於活動開始前 20 日完成整個申請程序；
- (二) 如該組織於下年度活動計劃再次遞交同類型活動之申請，本會理事會將會於下年度活動審批時作優先處理。



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### 第三節

活動開銷及物資處理

#### 第十二條

##### 環保原則

如申請活動取消前已開展活動籌備，且所籌備之活動物資屬可以循環再用，則可通知本會理事會以於本年度其他活動中使用同類型物資時報銷。

#### 第十三條

##### 允許報銷

- 一、如申請活動取消前已開展活動籌備，且所籌備之活動物資屬無法循環再用，則可與本會理事會溝通。惟經本會理事會允許後方可進行報銷申請。
- 二、如所籌備之活動物資被本會理事會定義為可以循環再用物資，但無法於本年度其他活動中使用，則可向本會理事會提出物資轉移申請，隨後由該領導機關、附屬組織及專項委員會等負責報銷申請。

### 第三章

#### 其他

#### 第十四條

##### 指引之修改

- 一、基於下列任何情況，可提出指引之修改
  - (一) 本會會員大會常務委員會三分之二贊成通過；
  - (二) 本會理事會三分之二贊成通過；
  - (三) 本會監事會一致要求。
- 二、通過修改指引，須由本會理事會負責任何有關修訂。

#### 第十五條

##### 解釋權

本指引如有遺漏及不清晰之處，由本會理事會有最終解釋權，惟須經本會會員大會常務委員會確認，並受本會章程、內部規章及行政規則所規範。



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### 第十六條 歧義

如本指引之中英文版出現歧義，則以中文版為準。

### 第十七條 生效

本指引自通過後即日起生效。

### 第十八條 有效期

本指引有效期至二零二零年十二月三十一日。

二零二零年二月二十六日常務委員會通過。



澳門大學學生會  
理事長 黃賜義

二零二零年二月二十六日



澳門大學學生會  
主席 趙傲然

二零二零年二月二十六日



**澳門大學學生會**

Associação de Estudantes da Universidade de Macau

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## **Guidelines for Change Activity and Cancel Activity in February and March**

### **Agenda**

- Section One General Provisions
- Section Two Regular stipulations
  - Part One Application guidelines
  - Part Two Complements
  - Part Three Activity Expenditures and Resources Management
- Section Three Others

### **Section One General Provision**

#### **Article One Subject**

These guidelines are only suitable for all internal organisations of University of Macau Students' Union (hereinafter referred to as "UMSU" ), including all management board, sub-organisations and the special committee.

#### **Article two Department of examination and Approval**

Treasury of UMSU will take full charge of all change/cancel of activities originally are scheduled in February and March.

#### **Article Three Applicability**

These guidelines are only applicable to activities from the Funding Batch 6 of Students' Affair Office (SAO) in 2019. Started from the Funding Batch 1 of SAO in 2020 or the activities that are granted Higher Education Fund in Batch 1 of 2020 and originally scheduled to be organised, co-organised or organised form February 1, 2020 to March 31, 2020.



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### **Section Two**

Regular stipulations

#### **Part One**

**Application guidelines**

#### **Article Four**

**Eligibility of application**

1. The applicant should be the members of the UMSU, including the management board, sub-organisations and the special committee.
2. The organisation to which the applicant shall belong an organisation that has completed the renewal procedure of the sub-organisation or the establishment of the Special Committee before February 2020.
3. The person who is taking in charge of the application is solely responsible for the notifications, changes and cancels of the event.

#### **Article Five**

**The applicant**

1. The applicant shall be the person in charge of the sub-organisation or the coordinator of the event.
2. The applicant mentioned above can be the President, Vice-President, Chairman, Vice-Chairman, Secretary-General or Treasurer General.
3. If the eligibility of the applicant is not approved, Treasurer General of Board of Directors of UMSU shall provide an explanation.
4. If the explanation of Treasurer General of The Board of Directors is not accepted by the applicant, the applicant can appeal to the Standing Committee of General Assembly of UMSU.

#### **Article Six**

**The Obligation of the Applicant**

The applicant has the obligations below:

1. To submit the application documents.
2. To perform the application work on behalf of the organisation in that application.
3. To contact the Treasurer General of the Board of Directors of UMSU.
4. To sign all application documents.



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### Article Seven

#### Compulsory Application for Change Activity and Cancel Activity

All activities are held, co-organised, participated with the name of UMSU, including management board, sub-organisation, Special Committee, etc. The activity will be held within 1st February 2020 to 31st March 2020, the compulsory application is needed, except the eligible of Article Eight.

### Article Eight

#### Activities for waiver applications

1. Activities that fulfil any of the following conditions can be applied for the waivers applications to the board of directors of UMSU :
  - (1) The event will be held online during February and March.
  - (2) The event will not be held face-to-face with more than five people.
2. If there are any situations which do not cover and they are reasonably explained to have qualifications applying for waiver applications, the person in charge of the sub-organization or the coordinator of the activity can submit a written application to the board of directors of UMSU.

### Article Nine

#### Statement

If any of the conditions in Article Eight are eligible, the applicant shall complete the statement provided by UMSU of this event, and the applicant shall attach the signature, organization's seal, and submit it to the Treasury of UMSU.

### Part two

#### Complements

### Article Ten

#### Application for Change Activity

1. All application process shall be completed by the end of the (SAO Funding) Batch 2 application. If the activity receives the funding from the Higher Education Fund, the applicant shall complete the entire application process 40 days before the activity.
2. The applicant is obliged to ensure the activities have changed are going to take place.
3. If the activity is not held as scheduled in this year. Moreover, if the organisation applies for another activity of the same category in the coming year, the board of directors of UMSU shall announce the same activity for final approval.





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#### **Article Eleven**

#### **Application for Cancel Activity**

1. The applicant shall complete the entire application process before the end of the (SAO Funding) Batch 2 application. If the activity receives funding from the Higher Education Fund, the applicant shall complete the entire application process in 40 days before the activity.
2. If the organization submits another application for the same categories of activity in the next year's proposal, the board of director will take it as a priority on next year's activities approval work.

### **Section three**

### **Activity Expenditure and Resources Management**

#### **Article Twelve**

#### **Principles of Reusing Activity Resources**

If an activity has started arrangements before applying for the activity cancel. Meanwhile, the resource materials for the activity shall be reusable, the resources can be reimbursed in other activities within the year whereas the board of directors is notified.

#### **Article Thirteen**

#### **Permission for Reimbursement**

1. If an activity has started arrangements before applying for the activity cancel, and the materials for the activity are not recyclable, you shall notice to the board of directors. An application for reimbursement shall only be made with the permission of the board of directors.
2. If the resources prepared for the event are defined as recyclable materials by the board of directors, but cannot be used in other activities within this year, you may apply for the resource adjustments to the board of directors and the management board, sub-organisations, and special committee will be responsible for reimbursement applications.



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### **Part three Others**

#### **Article Fourteen Revision of the Guidelines**

1. Amendments to the guidelines may be made in any of the following circumstances:
  - (1) Two-thirds of the Standing Committee of the General Assembly of the UMSU approves of the adoption;
  - (2) Two-thirds of the board of directors approve of the adoption;
  - (3) The supervisory board is unanimously required.
2. The board of directors shall be responsible for any amendments made to the guidelines.

#### **Article Fifteen Right of Interpretation**

If there are any omissions or ambiguities in these guidelines, the board of the directors has the final interpretation rights, but it must be confirmed by the Standing Committee of the General Assembly of the UMSU and shall be governed by the Articles of Constitution, its internal regulations, and administrative regulation.

#### **Article Sixteen Ambiguity**

If there is any discrepancy between the English and Chinese versions of the guidelines, the Chinese version shall prevail.

#### **Article Seventeen Execution**

The guidelines shall take effect immediately after the adoption.



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### Article Eighteen Term of Validity

The guidelines are valid until December 31, 2020

These guidelines are approved by the Standing Committee of the General Assembly of the Student Union in February 26, 2020.



University of Macau Students' Union  
Director General, Wong Chi I  
February 26, 2020



University of Macau Students' Union  
President, Chio Ngou In  
February 26, 2020