



The Civil and Environmental
Engineering Students' Society,
Hong Kong University of Science
and Technology Students' Union

ASCE ISG
HKUSTCE

American Society of Civil Engineers
International Student Group,
Department of Civil and Environmental
Engineering at HKUST

Agreement between ASCEISG, HKUSTCE and CEES, HKUSTSU

Objective

The objective of this agreement is to:

- resolve conflict between the two concerned societies;
- maintain friendly relationship between the two concerned societies.

Preface

This agreement is to resolve any conflict between the two societies: American Society of Civil Engineers International Student Group, Department of Civil and Environmental Engineering at HKUST (ASCEISG, HKUSTCE stands for this society) and The Civil and Environmental Engineering Students' Society, Hong Kong University of Science and Technology Students' Union (CEES, HKUSTSU stands for this society), in terms of the time and nature of functions.

Terms and Conditions

(A) General:

1. The two societies MUST follow the regulations mentioned in the agreement.
2. Monthly meeting shall be held by the 10th of each month. Both societies shall send at least 2 representatives to attend the meeting. The main content of the meeting will be on reporting of functions in the coming months.
3. When the proposed cabinet of either society is setting up its year plan, the current executive committee of the involved society should inform the other society
4. After the conclusion of AGM of a society, the finalized year plan should be sent to the other society within a week.
5. If either society makes any change in its year plan, different measures have to be adopted, depending on different situations:



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- Cancellation of functions: No measure is needed.
- Change in function period:

If the function period is to be changed to any time within 7 days from the period originally stated in the year plan, the one making change shall not be required to notify the other society about the change. Otherwise, the one making change shall notify the other society about the change.

Upon receiving any complaint, a meeting shall be held within 5 days between the two societies, with resolving conflicts while maintaining rapport between the two societies as the premise. If compromise cannot be reached between two societies, another meeting shall be held to discuss the matter, and each society should at least send the following representatives to attend the meeting:

- i. President
- ii. Vice-President for ASCEISG, HKUSTCE and External Vice-President for CEES, HKUSTSU
- iii. Current Advisor of the society as an arbitrator
- iv. The person(s) in charge of the concerning function

- Addition of functions organized by either society:

Declaration of addition of functions:

Addition of functions of a society corresponds to any function that satisfies BOTH of the following TWO criteria:

- i. a function that is originally not stated in the finalized year plan;
- ii. a function that the society involves in any kind of financial matters.

Procedure:

- a. The one making change shall notify the other society about the change.
- b. A meeting shall be held within 5 days between the two societies if requested by the other society.
- c. If compromise cannot be reached between two societies, a meeting shall be held to discuss the matter, and each society



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should at least send the following representatives to attend the meeting:

- i. President
- ii. Vice-President of ASCEISG, HKUSTCE and External Vice-President of CEES, HKUSTSU
- iii. Current Advisor of the society as an arbitrator
- iv. The person(s) in charge of the function to be added.

(B) Declaration of Internal and External Bodies:

For ASCEISG, HKUSTCE:

All bodies other than Department of Civil and Environmental Engineering of HKUST, ASCE Headquarters and all the affiliates of ASCE Headquarters are known as the external bodies of ASCEISG, HKUSTCE.

For CEES, HKUSTSU:

All bodies other than Department of Civil and Environmental Engineering of HKUST, Hong Kong University of Science and Technology Students' Union, and CEES, HKUSTSU itself are regarded as the external bodies of CEES, HKUSTSU.

(C) External Affairs

1. If an external body of one society approaches and seeks co-operation with that society, that society should take charge of that activity. That society should also promptly notify the other society of that particular affair
2. If ASCEISG, HKUSTCE and CEES, HKUSTSU co-organize a function, all related documents should be written on behalf of the organizing committee to avoid confusion.
3. If either ASCEISG, HKUSTCE or CEES, HKUSTSU raises an issue for discussion, each society MUST send at least two representatives to attend the meeting.



(D) Penalty Rules

1. The current advisors of the two concerned societies should act as the judges for any violation of the regulations stated in this agreement.
2. If either society has been judged as violating any regulation stated in this agreement, then the suffering society should have the right to decide whether the society that violated the regulation should receive the penalties stated in regulation D3 and D4 within 3 days after the judge.
3. The penalties are as follows: (targeted ONLY at function which is solely organized by the society to be punished)
 - i. no poster
 - ii. no banner
 - iii. no counter in Academic Concourse, Atrium, LG5 and LG7
 - iv. no class visit
 - v. no leaflet
 - vi. no table stand
 - vii. no promotional flag
 - viii. no message on ENB

to be seen or given out from the punished society anywhere in HKUST concerning the upcoming function (for which promotion has not commenced).

4. In addition to the penalties stated in D3, an email of apology should be forwarded to all full members by the punished society and posted on the homepage of both societies for one month. The items listed below should be followed:
 - i. The subject of the email shall be "An apology to _____ (The name of the suffering society) from _____ (The name of the punished society)".
 - ii. The content and format of the email must follow the one shown in the Appendix (1).



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Notes

- There is no time limit for this agreement and its validity still holds regardless of change in sessions.
- This agreement has to be evaluated in April every year. If it is agreed that no amendment has to be made to the existing agreement, then both society should endorse the agreement by filling in the endorsement sheet in Appendix (2)
- This agreement can only be altered when there is a reason and a condition of mutual understanding between both societies. The current advisors should act as arbitrators and both societies may adopt their suggestions. Upon revising, the current cabinet and advisors should endorse the revised agreement by signing at the spaces below (with the names and titles updated) instead of the endorsement sheet in Appendix (2).

Signatures:

CY Yin

Shiu Chung Yin
President 08-09
ASCEISG, HKUSTCE

Gang Wang

Prof. Gang Wang
Faculty Advisor
ASCEISG, HKUSTCE



Chop from ASCEISG, HKUSTCE

Ng Cheuk Wai Alex

Ng Cheuk Wai Alex
President 09-10
CEESS, HKUSTSU

Irene M C LO

Prof. Irene M C LO
Advisor
CEESS, HKUSTSU



Chop from CEESS, HKUSTSU

30/11/2009

Endorsement Date



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Appendix (1)

Content of the E-mail of Apology

Date: _____

Dear students,

On behalf of the _____ (The full name of the society which violates the agreement), we apologize to the _____ (The full name of the suffering society) for violating the agreement _____ (Quote the violation part of the agreement) between American Society of Civil Engineers International Student Group, Department of Civil and Environmental Engineering at HKUST and The Civil and Environmental Engineering Students' Society, Hong Kong University of Science and Technology Students' Union .

We are willing to receive the following penalties. (State the penalties mentioned in the agreement.)

We strongly hope that the two parties can still maintain a friendly relation and can have cooperation in the future.

The most updated agreement can be downloaded from:

ASCEISG, HKUSTCE homepage: <http://ihome.ust.hk/~asce>

CEESS, HKUSTSU homepage: http://ihome.ust.hk/~su_civil

Regards,

_____ (Full name of the President of the society which violates the agreement)

President

_____ (The full name of the society which violates the agreement)



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Appendix (2)

Endorsement Sheet

It is to confirm that the document named "Agreement between ASCEISG, HKUSTCE and CEES, HKUSTSU" has been evaluated by CEES, HKUSTSU and ASCEISG, HKUSTCE and both societies have agreed that no amendment has to be made to the existing agreement.

Signatures:

(Full name of President)
President _____(Year of session)
ASCEISG, HKUSTCE

(Full name of President)
President _____(Year of session)
CEES, HKUSTSU

Chop from ASCEISG, HKUSTCE

Chop from CEES, HKUSTSU

Endorsement Date