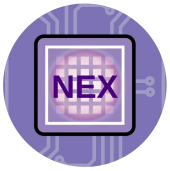
NEX

Annual Report of

Computer Science Association,

Engineering Society, HKUSU,

Session 2016–2017



NEX
Annual Report of
Computer Science Association, Engineering Society, HKUSU,
Session 2016–2017

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1 Terminology

Term	Meaning
Ex-Co	Executive Committee members of Computer Science Association, Engineering Society, HKUSU
the Association	Computer Science Association, Engineering Society, HKUSU
the Curriculum	The curriculum of Computer Science of The University of Hong Kong
the Department	Department of Computer Science, The University of Hong Kong
the Freshmen	First year intake of the Curriculum and year 1 students of the Faculty of Engineering, The University of Hong Kong before they declare their major
the Members	All members of the Association
the University	The University of Hong Kong

2 Preface

CSA, ENS, HKUSU this year aimed at connecting the Members, the Department and other computer science associations just as our cabinet's name, NEX, which is the short form for nexus.

It will be over exaggerating to say that we have accomplished insurmountable tasks with tremendous effort in this year. Indeed, we held innovative functions though not extremely successfully. Yet, they fulfilled the few small steps that we, NEX, have planned to achieve. These small steps that we have made laid a solid cornerstone for future opportunities to co-ordinate with societies in the University.

Apart from acting as a connection for our targeted groups, we have also held some innovative events throughout the year. Joint Society Ball, CSA X ISA LOL Tournament, Annual Dinner are either brand new function or function that has not been held for a long time. The Members were enthusiastic at these events and their high participation rate was encouraging.

We thank the Members wholeheartedly for participating in the functions actively this year. Without their support, our functions would not be held successfully. We would also like to thank the Department, all helpers and friendly associations who have helped us in organizing the functions. We hope that the new cabinet will keep the traditions of the Association while integrating some new elements so the Association may serve the Members even better.

Prepared by,

KWOK Cheuk Lum
Chairperson
Computer Science Association,
Engineering Society, HKUSU,
Session 2016–2017

3 Constitution of Computer Science Association, Engineering Society, HKUSU

THE CONSTITUTION OF COMPUTER SCIENCE ASSOCIATION,

ENGINEERING SOCIETY, HKUSU

(Last amended on 28th July 2012)

SECTION 1 : GENERAL

1.1 NAME

1.1.1 The name of the Association shall be “Computer Science Association, Engineering Society, HKUSU”, in short “CSA, ENS, HKUSU”, or in Chinese 香港大學學生會工程學會計算機科學學會 (hereinafter referred to as “the Association”).

1.2 OBJECTIVES

1.2.1 To serve as the official representative body of the Association members.

1.2.2 To promote the general welfare of the Association members.

1.2.3 To promote friendship and communication among the Association members.

1.2.4 To facilitate communication between students of the Department of Computer Science (hereinafter referred to as “the Department”) and the Department.

1.2.5 To encourage and facilitate the study of Computer Science of the Association members.

1.2.6 To serve as a communication channel between the Association members and external organizations and the general public.

1.2.7 To raise the social respect of the curricula of Computer Science and Information Systems/Computer Science of the University of Hong Kong.

1.2.8 To promote the interflowing of the curricula of Computer Science and Information Systems/Computer Science with other academic bodies.

1.2.9 To provide current information on career aspects.

1.2.10 To introduce the curricula of Computer Science and Information Systems/Computer Science of the University of Hong Kong to the general public.

1.3 SESSION

1.3.1 The Association's session shall commence immediately after the Annual General Meeting (hereinafter referred to as "the AGM") and terminate at the end of the AGM of the succeeding year.

1.4 Affiliation

1.4.1 The Association shall be affiliated to Engineering Society, HKUSU

SECTION 2 : MEMBERSHIP

2.1 MEMBERSHIP

2.1.1 Full Membership

2.1.1.1 All undergraduates of the curriculum of Bachelor of Engineering (Computer Science) shall be Full Members of the Association and shall pay the prescribed fee stated in Section 6.2.

2.1.1.2 Any undergraduate of the curriculum of Bachelor of Engineering, who has not declared his/her major, may join the Association. He/She shall be a Full Member of the Association after paying the prescribed fee stated in Section 6.2.

2.1.2 Associate Membership

2.1.2.1 Any graduate of the curricula of Bioinformatics, Computer Science, Computer Science [Information Systems], Computer Science and Information Systems, Information Systems/Computer Science, Information Systems/Software Engineering, Software Engineering, and any postgraduate of Computer Science may be an Associate Member of the Association. He/She shall be an Associate Member after paying the registration fee stated in Section 6.2.

2.1.3 Honorary Membership

2.1.3.1 Any person recommended by the Committee referred to Section 3.3 may be voted and appointed at the AGM and become Honorary Members of the Association.

2.1.4 Honorary Staff Membership

2.1.4.1 All staff of the Department shall be Honorary Staff Members of the Association.

2.1.5 Honorary President

2.1.5.1 The Head of Department of the Department shall be the Honorary President.

2.1.6 Honorary Auditor

2.1.6.1 The Honorary President of the Association shall also be the Honorary Auditor of the Association.

2.2 PRIVILEGES AND RIGHTS

2.2.1 All members of the Association shall enjoy the following privileges:

2.2.1.1 to have a membership card valid from the first day of the first semester of an academic year to the thirtieth day of the first semester of the next academic year;

2.2.1.2 to use all facilities provided by the Association for the general use of the members;

2.2.1.3 to attend all General Meetings (refer to Section 4.1.1) of the Association;

2.2.1.4 to attend all functions and activities arranged by the Association for the general participation of its members.

2.2.2 All Full Members of the Association:

2.2.2.1 may vote, nominate, and be nominated for election in Association Elections at the AGM or the By-election General Meeting and be eligible for office in the Executive Committee of the Association;

2.2.2.2 may propose, second and vote at the AGM, Extraordinary General Meeting (hereinafter referred to as “EGM”) and By-election General Meeting.

SECTION 3 : OFFICE BEARERS AND COMMITTEE

3.1 ADVISORY BOARD

3.1.1 An Advisory Board shall consist of the Honorary President, Honorary Staff Members and Honorary Members.

3.2 OFFICE BEARERS

a Chairperson

an Internal Vice-chairperson

an External Vice-chairperson

an Internal General Secretary

an External General Secretary

a Financial Secretary

a Publication and Publicity Secretary

a Social Secretary

a Welfare Secretary

an Information Secretary

a Marketing Secretary

a Sports Secretary

3.3 EXECUTIVE COMMITTEE

3.3.1 There shall be an Executive Committee (hereinafter referred to as "the Committee") consisting of the office bearers of the Association and a Past Executive Committee Representative.

3.4 POWERS OF THE COMMITTEE

3.4.1 The Committee shall have the power to co-opt any Full Member to fill any vacancy of the Committee that may occur, except those stated in Section 4.4.

3.4.2 The Committee shall have the power to appoint sub-committee for any specific purposes. All such sub-committee shall consist of an ex-officio member.

3.4.3 The Committee shall have the rights to invite any person to attend any meeting or function of the Association.

3.5 DUTIES

3.5.1 The Executive Committee shall:

3.5.1.1 carry out the general duties related to the operation of the Association;

3.5.1.2 formulate and implement the policies of the Association in accordance with its objectives;

3.5.1.3 decide on all activities of the Association and the disposal of funds for such activities;

3.5.1.4 represent the Association members in matters that affect them as a whole.

3.5.2 The Chairperson shall:

3.5.2.1 be the chief executive of the Association and the Committee;

3.5.2.2 preside at all meetings of the Association at which he/she is present.

3.5.3 The Internal Vice-chairperson shall:

3.5.3.1 assist the Chairperson in all the duties pertaining to internal affairs;

3.5.3.2 be the ex-officio chairperson of the Committee in the absence of the Chairperson.

3.5.4 The External Vice-chairperson shall:

3.5.4.1 assist the Chairperson in all the duties pertaining to external affairs;

3.5.4.2 be the ex-officio chairperson of the Committee in the absence of the Chairperson and the Internal Vice-chairperson.

3.5.5 The Internal General Secretary shall:

3.5.5.1 conduct all general correspondence and record minutes of all meetings;

3.5.5.2 prepare the Annual Report to be presented at the AGM;

3.5.5.3 be responsible for keeping all past and present documents of the Association.

3.5.6 The External General Secretary shall:

3.5.6.1 be responsible for all internal and external liaison affairs of the Association;

3.5.6.2 be responsible for all external documentary work.

3.5.7 The Financial Secretary shall:

3.5.7.1 keep an account of all income and expenditure of the Association;

3.5.7.2 draft the Annual Budget;

3.5.7.3 prepare the Annual Financial Report to be presented at the AGM after audited by the Honorary Auditor;

3.5.7.4 be responsible for all general financial matters of the Association.

3.5.8 The Publication and Publicity Secretary shall:

3.5.8.1 be responsible for producing all publications and publicity of the Association;

3.5.8.2 be the ex-officio Editor-in-chief of any magazine or periodical papers that may be issued in the name of the Association.

3.5.9 The Social Secretary shall:

3.5.9.1 be responsible for all social activities of the Association;

3.5.9.2 initiate and organize all kinds of social activities according to the will of the members;

3.5.9.3 establish a good relationship among the members.

3.5.10 The Welfare Secretary shall:

3.5.10.1 be responsible for the general welfare of the Association members.

3.5.11 The Information Secretary shall:

3.5.11.1 gather and provide current information and arrange activities on academic and career aspects;

3.5.11.2 keep a good linkage with other academic bodies in order to promote the interflowing of the curricula of Computer Science and Information Systems/Computer Science.

3.5.12 The Marketing Secretary shall:

3.5.12.1 assist the External Vice-chairperson to contact the general public;

3.5.12.2 act as a communication channel between the Association and the general public;

3.5.12.3 keep a good linkage with business bodies related to Computer Science in order to introduce the curricula of Computer Science and Information Systems/Computer Science of the University of Hong Kong.

3.5.12.4 be responsible for all matters related to marketing activities.

3.5.13 The Sports Secretary shall:

3.5.13.1 be responsible for all sports activities of the Association;

3.5.13.2 initiate and organize all kinds of sports activities according to the will of the members;

3.5.13.3 be responsible for the organization of sport teams representing the Association.

3.5.14 The Past Executive Committee Representative shall:

3.5.14.1 act as a communication channel on past working experience of the Association;

3.5.14.2 facilitate and assist the work of the Committee in carrying out the duties.

3.6 EXECUTIVE COMMITTEE MEETING

3.6.1 The members of the Committee shall have the right to attend and to speak in all Executive Committee Meetings.

3.7 RESIGNATION

3.7.1 When any Committee member wishes to resign his/her post, he/she shall submit a formal resign letter which must be received and adopted by the Committee one month before his/her resignation.

3.7.2 Should the Chairperson resign his/her post, a By-election General Meeting shall be convened to elect a new Chairperson.

SECTION 4 : GENERAL MEETING

4.1 GENERAL

4.1.1 The term General Meeting shall include the AGM and EGM and By-election General Meeting.

4.1.2 The vote of a General Meeting shall possess the highest authority in the Association.

4.1.3 At all General Meetings, a quorum shall be formed with no less than 15% of Full Members.

4.1.4 If after half an hour of the time scheduled for the commencement of the Meeting, a quorum is not formed, the Meeting shall be adjourned to the same weekday in the following week, at which if a quorum is still not formed, all Full Members present shall form a quorum.

4.1.5 At all General Meetings, Union Council Meeting procedures and By-laws of Engineering Council, Hong Kong University Students' Union and By-laws of Hong Kong University Students' Union Council and Constitution of Engineering Society, HKUSU shall be observed.

4.1.6 The councilor appointed by the Engineering Council Chairman shall be invited as the returning officer in the General Meeting. The returning officer shall have right to speak on the proceeding of the Meeting only.

4.1.7 All General Meetings shall be presided by the Chairperson of the current session of the Association.

4.2 ANNUAL GENERAL MEETING

4.2.1 The Business of the AGM shall be:

4.2.1.1 to receive and adopt minutes of the previous AGM, By-election General Meeting and EGM which may have been held in the session;

4.2.1.2 to receive and adopt the Annual Functional Report of the current session;

4.2.1.3 to receive and adopt the Annual Financial Report from the Honorary Auditor and the Financial Secretary of the current session;

4.2.1.4 to elect the office-bearers for the coming session of the Committee;

4.2.1.5 to receive and adopt the Annual Budget from the Honorary Auditor and the Financial Secretary of the newly elected party;

4.2.1.6 to amend the Constitution, if any;

4.2.1.7 Any Other Business (No business other than that stated in the agenda shall be discussed without the consent of at least two-thirds of the members present).

4.2.2 No less than fourteen clear days' notice shall be given for an AGM.

4.2.3 The AGM shall be held on or before the forty-second clear day of the second semester of each academic year.

4.3 EXTRAORDINARY GENERAL MEETING

4.3.1 The Committee shall have the right to convene an EGM for any purpose at any time.

4.3.2 An EGM shall be convened within a period of two weeks upon requisition signed by no less than 15% of Full Members of the Association. Such requisition shall specify the objects of the proposed Meeting.

4.3.3 No less than seven clear days' notice shall be given for an EGM and the notice convening the Meeting shall state the business to be transacted.

4.3.4 No business other than that stated on the agenda shall be discussed at an EGM without the consent of at least two-thirds of the members present.

4.3.5 A vote of non-confidence for the infringement of the Constitution, neglect of duties of unbecoming conduct may be moved against any members of the Committee at an EGM held specifically for this purpose. A vote so passed shall call for the immediate resignation of the office-bearers against whom the vote is moved.

4.4 BY-ELECTION GENERAL MEETING

4.4.1 In the event of three or more posts of the office-bearers falling vacant at any one time, the Chairperson shall convene a By-election General Meeting.

4.4.2 In the event of the vacancy occurring in the post of the Chairperson, a By-election General Meeting shall be convened to elect a new Chairperson.

4.4.3 In the event of a vacancy occurring in the post of the Chairperson, a By-election General Meeting shall be convened by the Committee under the delegation of the Internal Vice-chairperson or in case of the absence both the Chairperson and the Internal Vice-chairperson, the External Vice-chairperson.

4.4.4 In the event of vacancies occurring in the posts of the Chairperson and the Vice-chairpersons, the Committee shall convene a By-election General Meeting for the election of the vacant posts. One of the office-bearers shall be appointed by the Committee to preside at this Meeting.

4.4.5 No less than seven clear days' notice shall be given for a By-election General Meeting.

4.4.6 No business other than the election to vacant posts shall take place in a By-election General Meeting.

4.4.7 All nominations for the post(s) vacant should be in the hands of the Chairperson of the By-election General Meeting 48 hours before the Meeting taken place.

SECTION 5 : ELECTION AND VOTING

5.1 NOMINATION

5.1.1 All candidates should be in the form of parties.

5.1.2 Nomination of the office-bearers of the Association shall open not less than three weeks before the AGM.

5.1.3 Nomination for election shall only contain the names and signatures of candidates, together with the names and signatures of the proposers and seconders, and must be in the hands of the Internal General Secretary, or the Chairperson not less than 10 clear days before the AGM is to take place.

5.1.4 The Internal General Secretary shall post a list of all nominations within 3 clear days after the closure of nomination.

5.2 VOTING

5.2.1 Election of office-bearers shall take the form of secret ballot by individual voting. If there is only one candidate party for the Committee, the party shall be declared elected if the number of valid votes cast for the party is no less than half of the Full Members present at the meeting.

5.2.2 If there are two or more candidate parties for the Committee, each voter has one vote. A party shall be declared elected if the number of valid votes cast for it is the highest and no less than one-fourth of the Full Members present at this meeting.

5.2.3 In the event of a tie at the first place, a second voting shall be held between the parties which have tied.

5.2.4 In the event of a tie at the second place, the chairperson of the AGM shall have a casting vote.

5.3 ANNOUNCEMENT OF ELECTION RESULTS

5.3.1 Results of the election shall be announced within 24 hours after the conclusion of the election and by-election.

5.4 RE-ELECTION

5.4.1 The Chairperson who presided over the Election shall, on being satisfied that there had been a contravention of any of the election procedures, order a Re-Election. Any request for a Re-Election shall only be entertained if made by not less than ten Full Members in writing together with the grounds on which the request is made submitted to the Chairperson of the Election not later than 24 hours after the announcement of the results of the Election.

5.5 EXECUTIVE COMMITTEE MEETING

5.5.1 The members of the Committee other than the chairperson of the meeting shall have the right to vote in all Executive Committee Meetings.

5.5.2 All decisions and resolutions adopted by the Association must be approved by simple majority of the members of the Executive Committee Meeting. In case when the number of votes on each side of the motion is equal, a second voting shall be held, in which the Chairperson of the Executive Committee Meeting shall have a casting vote.

SECTION 6 : FINANCE

6.1 FINANCIAL YEAR

6.1.1 Financial year shall correspond to the Executive Committee session.

6.2 SUBSCRIPTION

6.2.1 Every Full Member of the Association shall pay an registration fee of HK$10 to the Financial Secretary on joining the Association.

6.2.2 Every Associate Member of the Association shall pay an registration fee of HK$20 to the Financial Secretary on joining the Association.

6.2.3 The subscription fee for Full Members shall be paid in accordance with the following table:

Undergraduates of the 3-year curriculum of Bachelor of Engineering (Computer Science):

Status	No. of Academic Years Covered	Amount
1st Year Students	3	HK$110.00
2nd Year Students	2	HK$70.00
3rd Year Students	1	HK$35.00
Students beyond 3rd Year	1	HK$35.00

Undergraduates of the 4-year curriculum of Bachelor of Engineering (Computer Science):

Status	No. of Academic Years Covered	Amount
2nd Year Students	3	HK$150.00
3rd Year Students	2	HK$100.00
4th Year Students	1	HK$50.00
Students beyond 4th Year	1	HK$50.00

Undergraduates of the 4-year curriculum of Bachelor of Engineering:

Status	No. of Academic Years Covered	Amount
1st Year Students	1	HK$50.00

6.3 ANNUAL BUDGET

6.3.1 The Annual Budget shall be prepared by the Honorary Auditor and the Financial Secretary and shall be submitted for adoption at the AGM.

6.4 FUND-RAISING

6.4.1 Proposal for fund-raising activities shall be presented to the Committee for approval.

6.4.2 The Financial Secretary shall co-ordinate and supervise all approved plans for fund-raising.

6.5 AUDITING

6.5.1 The Financial Secretary shall submit the annual account to the Honorary Auditor not later than two weeks before the AGM for auditing purposes. The audited financial report shall be presented at the AGM.

6.6 ACCOUNT

6.6.1 A current account shall be opened in the name of the Association.

6.6.2 All cheques shall be signed by the Financial Secretary and either the Chairperson or one of the two Vice-chairpersons.

SECTION 7 : CONSTITUTION

7.1 INTERPRETATION

7.1.1 The interpretation of the Constitution shall rest solely with the current-session Committee of the Association.

7.1.2 Any matter not specifically covered by this Constitution shall be decided by the current-session Committee.

7.2 AMENDMENT

7.2.1 No amendment of the Constitution may be in effect except at the AGM or EGM convened specially for this purpose. A notice informing the proposed amendments shall be posted seven clear days before the General Meeting.

4 Agenda of Annual General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Annual General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Date: 24th February 2017 (Friday)

Time: 09:30

Venue: Room 308, Chow Yei Ching Building, The University of Hong Kong

Agenda

1 Call to order
2 To appoint the acting Honorary Secretary
3 To receive and adopt the agenda
4 To elect the office bearers of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2017–2018
5 To receive and adopt the minutes of the Annual General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016
6 To receive and adopt the minutes of the 1st Extraordinary General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
7 To receive and adopt the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
8 To receive and adopt the Annual Functional Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
9 To receive and adopt the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
10 To receive and adopt the External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
11 To receive and adopt the Annual Financial Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

12 To receive and adopt the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2017–2018

13 To elect the Honorary Members, if any

14 To amend the Constitution, if any

15 Any Other Business

16 Adjournment

Prepared by,

NG Cheuk Hei
Internal General Secretary
Computer Science Association,
Engineering Society, HKUSU,
Session 2016–2017

Approved by,

KWOK Cheuk Lum
Chairperson
Computer Science Association,
Engineering Society, HKUSU,
Session 2016–2017

5 Minutes of Annual General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

Terminology of Minutes of Annual General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

Term	Meaning
Ex-Co	Executive Committee members of Computer Science Association, Engineering Society, HKUSU
the Association	Computer Science Association, Engineering Society, HKUSU
the Constitution	The Constitution of the Association
the Department	Department of Computer Science, The University of Hong Kong
the Faculty	Faculty of Engineering, The University of Hong Kong
the Meeting	Annual General Meeting of the Association, Session 2015–2016
the Members	All members of the Association
the University	The University of Hong Kong

Minutes of Annual General Meeting Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

Venue: Room 308, Chow Yei Ching Building, The University of Hong Kong

Date: 24th February 2016

Time: 09:30

Meeting Chairperson:	TAM Hoi Kit (Chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Acting Honorary Secretary:	LEUNG Lok Ming (Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Returning Officer:	Kong Hei Lok Keith (Chairperson of Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union, Session 2015–2016)

Meeting Agenda

1 Call to order
2 To appoint the acting Honorary Secretary
3 To receive and adopt the agenda
4 To elect the office bearers of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
5 To receive and adopt the minutes of the Annual General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2014–2015
6 To receive and adopt the minutes of the 1st Extraordinary General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016
7 To receive and adopt the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016
8 To receive and adopt the Annual Functional Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016
9 To receive and adopt the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

10 To receive and adopt the External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

11 To receive and adopt the Annual Financial Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

12 To receive and adopt the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

13 To elect the Honorary Members, if any

14 To amend the Constitution, if any

15 Any Other Business

16 Adjournment

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1 Call to Order

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) asked if there were any doubts on the Meeting regulations. If not, the Meeting would be moved to agendum 2, “To appoint the acting Honorary Secretary”.

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2 To appoint the acting Honorary Secretary

At 09:40, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 01.

Motion that:	“To appoint LEUNG Lok Ming (UID: 3035125031) to be the acting Honorary Secretary of Annual General Meeting of CSA, ENS, HKUSU, Session 2015–2016”
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 09:50, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 02.

Motion that:	"To move to agendum 3: To receive and adopt the agenda"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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3 To receive and adopt the agenda

At 10:00, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 03.

Motion that:	"To receive and adopt the agenda"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 10:01, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 04.

Motion that:	"To move to agendum 4: To elect the office bearers of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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4 To elect the office bearers of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

KWOK Cheuk Lum (BEng 1 (4-year curriculum), Nominated Chairperson of CSA, ENS, HKUSU, Session 2016–2017) asked the Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to introduce the nominated cabinet.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

KWOK Cheuk Lum (BEng 1 (4-year curriculum), Nominated Chairperson of CSA, ENS, HKUSU, Session 2016–2017) introduced the nominated cabinet.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) explained the voting procedures.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced the number of valid voters was 21, and voters could obtain their vote from the Returning Officer.

Resolution: Among 21 votes conducted, the voting result was as follows: 21 votes for the nominated cabinet “NEX”, 0 votes against, 0 votes abstained, 0 votes invalidated.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced the nominated cabinet was elected.

KWOK Cheuk Lum (BEng 1 (4-year curriculum), Chairperson-elect of CSA, ENS, HKUSU, Session 2016–2017) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to thank for the support.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

KWOK Cheuk Lum (BEng 1 (4-year curriculum), Chairperson-elect of CSA, ENS, HKUSU, Session 2016–2017) thanked for support.

At 10:07, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 05.

Motion that:	"To move to agendum 5: To receive and adopt the minutes of the Annual General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2014–2015"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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5 To receive and adopt the minutes of the Annual General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2014–2015

At 10:09, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 06.

Motion that:	"To receive and adopt the minutes of the Annual General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2014–2015"

Proposer: SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Seconder: HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 10:10, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 07.

Motion that: "To move to agendum 6: To receive and adopt the minutes of the 1st Extraordinary General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"

Proposer: SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Seconder: HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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6 To receive and adopt the minutes of the 1st Extraordinary General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

At 10:11, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 08.

Motion that: "To receive and adopt the minutes of the 1st Extraordinary General Meeting, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"

Proposer: SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Seconder: HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 10:12, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 09.

Motion that:	"To move to agendum 7: To receive and adopt the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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7 To receive and adopt the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

At 10:13, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 10.

Motion that:	"To vacate TAM Hoi Kit (UID: 3035123007) and appoint CHAN Lap Lam (UID: 3035182390) as the Meeting Chairperson of Annual General Meeting of CSA, ENS, HKUSU, Session 2015–2016"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to present the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016) presented the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

At 10:15, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 11.

Motion that:	"To receive and adopt the General Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 10:16, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 12.

Motion that:	"To move to agendum 8: To receive and adopt the Annual Functional Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session

2015–2016”

Proposer: SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Seconder: HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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8 To receive and adopt the Annual Functional Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report Inauguration Ceremony.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016) reported Inauguration Ceremony.

AU Ching Mei (CS2 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Mixer (Semester 2, 2014–2015) and Mixer (Semester 1, 2015–2016).

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

AU Ching Mei (CS2 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Mixer (Semester 2, 2014–2015) and Mixer (Semester 1, 2015–2016).

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report Superpass Day (Semester 2, 2014–2015) and Superpass Day (Semester 1, 2015–2016).

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Superpass Day (Semester 2, 2014–2015) and Superpass Day (Semester 1, 2015–2016).

HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Registration Day.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) reported Registration Day.

SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Orientation Camp.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) reported Orientation Camp.

At 10:31, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 13.

Motion that:	"To vacate CHAN Lap Lam (UID: 3035182390) and appoint TAM Hoi Kit (UID: 3035123007) as the Meeting Chairperson of Annual General Meeting of CSA, ENS, HKUSU, Session 2015–2016"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report Career Talk.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Career Talk.

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) asked where can he find the report of University IT Exploration Conference 2015.

CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016) answered that the report of University IT Exploration Conference 2015 is not included in the Annual Report of Computer Science Association, Engineering Society, HKUSU, Session 2015–2016 because the function was organized by Joint Universities Computer Association.

KWOK On Ki (CS2 (4-year curriculum), External General Secretary and Acting Marketing Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Halloween Party.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

KWOK On Ki (CS2 (4-year curriculum), External General Secretary and Acting Marketing Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Halloween Party.

TANG Chun Keung (CS4 (4-year curriculum), Welfare Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report Welfare Week.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

TANG Chun Keung (CS4 (4-year curriculum), Welfare Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Welfare Week.

LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report Singing Contest.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Singing Contest.

HO Oi Yung (CS4 (4-year curriculum), Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Dumpling Day.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

HO Oi Yung (CS4 (4-year curriculum), Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Dumpling Day.

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report CS Hiking.

Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) approved.

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported CS Hiking.

At 10:47, 24th February 2016, Meeting Chairperson (TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 14.

Motion that:	"To vacate TAM Hoi Kit (UID: 3035123007) and appoint CHAN Lap Lam (UID: 3035182390) as the Meeting Chairperson of Annual General Meeting of CSA, ENS, HKUSU, Session 2015–2016"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 11:00, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 15.

Motion that:	"To receive and adopt the Annual Functional Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	CHEUNG Chi Ying (BEng 1 (4-year curriculum), External Vice-chairperson-elect and Acting Social Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS2 (4-year curriculum), Financial Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 11:08, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 16.

Motion that:	"To move to agendum 9: To receive and adopt the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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9 To receive and adopt the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

TANG Chun Keung (CS4 (4-year curriculum), Welfare Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted to report the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

Meeting Chairperson Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

TANG Chun Keung (CS4 (4-year curriculum), Welfare Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

HO Oi Yung (CS4 (4-year curriculum), Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Newsletter Publication.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

HO Oi Yung (CS4 (4-year curriculum), Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Newsletter Publication.

KWOK On Ki (CS2 (4-year curriculum), External General Secretary and Acting Marketing Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report Marketing Activities.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

KWOK On Ki (CS2 (4-year curriculum), External General Secretary and Acting Marketing Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported Marketing Activities.

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if he could be granted an overall comment on the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) advised that it would be better to give a notice to the Members when the class photos were available

for distributing. He also commented that the Marketing Activities were good as there were many sponsors.

At 11:26, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 17.

Motion that:	"To receive and adopt the Welfare and Service Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	CHEUNG Chi Ying (BEng 1 (4-year curriculum), External Vice-chairperson-elect and Acting Social Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	KWOK Cheuk Lum (BEng 1 (4-year curriculum), Chairperson-elect of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 11:27, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 18.

Motion that:	"To move to agendum 10: To receive and adopt the External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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10 To receive and adopt the External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report the External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) reported the External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

At 11:36, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 19.

Motion that:	"To thank the Executive Committee for their work on supervising the Engineering Society, Hong Kong University Students' Union"
Proposer:	CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015)
Seconder:	TAM Chi Ho Jerry (CS3 (4-year curriculum), Internal Vice-chairperson and Acting Social Secretary of CSA, ENS, HKUSU, Session 2014–2015)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 11:42, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 20.

Motion that:	"To amend p.99 of Annual Report from '20th Jan 2015' to '20th January 2015'"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	AU Ching Mei (CS2 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 11:43, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 21.

Motion that:	"To receive and adopt the amended External Affair Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016"
Proposer:	CHEUNG Chi Ying (BEng 1 (4-year curriculum), External Vice-chairperson-elect and Acting Social Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	KWOK Cheuk Lum (BEng 1 (4-year curriculum), Chairperson-elect of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 11:44, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 22.

Motion that:	"To move to agendum 11: To receive and adopt the Annual Financial Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session

2015–2016”

Proposer: SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Seconder: HO Ka Miu (CS3 (4-year curriculum), External Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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11 To receive and adopt the Annual Financial Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016

AU Ching Mei (CS2 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2015–2016) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report the Annual Financial Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

AU Ching Mei (CS2 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2015–2016) reported the Annual Financial Report of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2015–2016.

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) asked why Ex-Co bought only the squash ball but not rackets.

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) answered that it would be more beneficial to buy a squash ball for the Members, because the fee of borrowing a racket in the sport centers of the University is only 10 dollars, but the fee of borrowing a squash ball is 30 dollars.

TAM Chi Ho Jerry (CS3 (4-year curriculum), Internal Vice-chairperson and Acting Social Secretary of CSA, ENS, HKUSU, Session 2014–2015) asked how many times has the squash ball been used.

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) answered that the squash ball has been used for 3 to 4 times.

TAM Chi Ho Jerry (CS3 (4-year curriculum), Internal Vice-chairperson and Acting Social Secretary of CSA, ENS, HKUSU, Session 2014–2015) asked about the details of “Campfire” and “Photocopy” in Orientation Camp.

SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016) explained that “Campfire” is the price of campfire lamp and “Photocopy” is the cost of printing the application forms.

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) asked about the details of “Snacks” in CS Hiking.

CHEUNG Ching Hong (MECH2 (4-year curriculum), Social Secretary and Acting Sports Secretary of CSA, ENS, HKUSU, Session 2015–2016) explained the details of items bought for CS Hiking.

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) advised that Ex-Co can buy more light taste snacks.

At 12:24, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 23.

Motion that: “To receive and adopt the Annual Financial Report of the Executive Committee, Computer Science Association,

Engineering Society, HKUSU, Session 2015–2016"

Proposer: CHEUNG Chi Ying (BEng 1 (4-year curriculum), External Vice-chairperson-elect and Acting Social Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017)

Seconder: WOO Chong Yiu (BEng 1 (4-year curriculum), Internal Vice-chairperson-elect of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 12:25, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 24.

Motion that: "To move to agendum 12: To receive and adopt the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017"

Proposer: TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Seconder: SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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12 To receive and adopt the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

IP Wing Sze (CS2 (4-year curriculum), Financial Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017) asked Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) if she could be granted to report the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017.

Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) approved.

IP Wing Sze (CS2 (4-year curriculum), Financial Secretary-elect of CSA, ENS, HKUSU, Session 2016–2017) reported the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017.

At 12:34, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 25.

Motion that:	"To receive and adopt the Annual Budget of the Executive Committee, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017"
Proposer:	CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015)
Seconder:	TAM Chi Ho Jerry (CS3 (4-year curriculum), Internal Vice-chairperson and Acting Social Secretary of CSA, ENS, HKUSU, Session 2014–2015)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 12:35, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 26.

Motion that:	"To move to agendum 13: To elect the Honorary Members, if any"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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13 To elect the Honorary Members, if any

At 12:36, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 27.

Motion that:	"To move to agendum 14: To amend the Constitution, if any"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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14 To amend the Constitution, if any

At 12:37, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 28.

Motion that:	"To move to agendum 15: Any Other Business"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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15 Any Other Business

CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015) asked Ex-Co to comment the updated website of the Association.

TAM Hoi Kit (CS4 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2015–2016) mentioned that the website of the Association has been updated in this year. The framework is changed to WordPress. The old data have been migrated.

At 12:42, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 29.

Motion that:	"To thank Mr. Kong Hei Lok Keith (UID: 3035187065) as the Returning Officer"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 12:45, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 30.

Motion that:	"To thank 20th Ex-Co for their work in the past year"
Proposer:	CHAN Ho Wah David (CS3 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2014–2015)
Seconder:	TAM Chi Ho Jerry (CS3 (4-year curriculum), Internal Vice-chairperson and Acting Social Secretary of CSA, ENS, HKUSU, Session 2014–2015)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 12:46, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 31.

Motion that:	"To move to agendum 16: Adjournment"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

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16 Adjournment

At 12:47, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that he had received Motion 32.

Motion that:	"To adjourn the meeting"
Proposer:	LEUNG Lok Ming (CS2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2015–2016)
Seconder:	SHUM Cheuk Yee (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2015–2016)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 12:47, 24th February 2016, Meeting Chairperson (CHAN Lap Lam (CS2 (4-year curriculum), Information Secretary of CSA, ENS, HKUSU, Session 2015–2016)) announced that the Meeting was adjourned.

Prepared by,

LEUNG Lok Ming
Internal General Secretary
Computer Science Association,
Engineering Society, HKUSU,
Session 2015–2016

Approved by,

TAM Hoi Kit
Chairperson
Computer Science Association,
Engineering Society, HKUSU,
Session 2015–2016

6 Minutes of 1st Extraordinary General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Terminology of Minutes of 1st Extraordinary General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Term	Meaning
Ex-Co	Executive Committee members of Computer Science Association, Engineering Society, HKUSU
the Association	Computer Science Association, Engineering Society, HKUSU
the Constitution	The Constitution of the Association
the Department	Department of Computer Science, The University of Hong Kong
the Faculty	Faculty of Engineering, The University of Hong Kong
the Meeting	1st Extraordinary General Meeting of the Association, Session 2016–2017
the Members	All members of the Association
the University	The University of Hong Kong

Minutes of 1st Extraordinary General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Venue: Room 308, Chow Yei Ching Building, The University of Hong Kong

Date: 13th September 2016 (Tuesday)

Time: 17:30

Meeting Chairperson:	KWOK Cheuk Lum (Chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Acting Honorary Secretary:	CHAN Lap Kiu (Welfare Secretary of CSA, ENS, HKUSU, Session 2016–2017)
Returning Officer:	Chan Chi Chung (Chairperson of Electrical and Electronic Engineering Association, Engineering Society, HKUSU, Session 2016–2017)

Meeting Agenda

1 Call to order
2 To appoint the acting Honorary Secretary
3 To receive and adopt the agenda
4 To cast a vote of confidence for members of the Executive Committee of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017
5 To receive and adopt the amended constitution
6 Adjournment

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1 Call to Order

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) asked the reason of convening the Meeting instead of By-election General Meeting.

WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017) answered that three of the Ex-Co who ceased to be Full Members of the Association, still hold office in the Executive Committee. It was unfortunate that an Extraordinary General Meeting could not be held before 1st September 2016 (Thursday) due to different considerations.

Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) asked if there were any other doubts on the Meeting regulations. If not, the Meeting would be moved to agendum 2, "To appoint the acting Honorary Secretary".

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2 To appoint the acting Honorary Secretary

At 17:45, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 01.

Motion that:	"To appoint CHAN Lap Kiu (UID: 3035269784) to be the acting Honorary Secretary of 1st Extraordinary General Meeting of CSA, ENS, HKUSU, Session 2016–2017"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 17:46, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 02.

Motion that:	"To move to agendum 3: To receive and adopt the agenda"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of

CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

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3 To receive and adopt the agenda

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) asked the meaning of term "specially" in the Section 7.2.1 of the Constitution and if the Meeting violated it.

WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017) answered that the Meeting was specially held for the amendment of the Constitution and casting votes of confidence to three of the Ex-Co who ceased to be Full Members of the Association. The word "specifically" is used in the Constitution to limit the number to one and only one, while "specially" have no limitation in number.

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) commented that he interpreted "specially" as limiting the number to be one because it would be more reasonable to amend the Constitution in an Extraordinary General Meeting with one purpose only, since the Members need to focus in the details of the amendment. He hoped that the Returning Officer could reflect the concern of the Members concerning the meaning of "specially" in the meeting of Engineering Council, HKUSU.

At 17:56 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 03.

Motion that:	"To receive and adopt the agenda"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 17:57, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 04.

Motion that:	"To move to agendum 4: To cast a vote of confidence for members of the Executive Committee of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

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4 To cast a vote of confidence for members of the Executive Committee of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) asked the reason of casting a vote of confidence.

WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017) answered that CHEUNG Chi Ying, NG Cheuk Hei and HO Cheuk Yan are not majoring in Computer Science and they were going to lose their full memberships of the Association. Casting votes of confidence for them was to let them finish their term of office.

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) asked if those of the Ex-Co could promise to try their best to serve the Members in the remaining session.

CHEUNG Chi Ying (MECH2 (4-year curriculum), External Vice-chairperson and Acting Social Secretary of CSA, ENS, HKUSU, Session 2016–2017), NG Cheuk Hei (MECH2 (4-year curriculum), Internal General Secretary of CSA, ENS, HKUSU, Session 2016–2017) and HO Cheuk Yan (CivE2 (4-year curriculum), External General Secretary of CSA, ENS, HKUSU, Session 2016–2017) guaranteed that they would spare no effort to serve the Members in the remaining session accordingly.

At 18:15, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 05.

Motion that:	"To cast a vote of confidence for CHEUNG Chi Ying to hold office of External Vice-chairperson and Social Secretary till the end of the Session 2016–2017 of CSA, ENS, HKUSU"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: Among 22 votes conducted, 18 votes for the motion, 0 votes against, 4 votes abstain. Motion **Carried**.

At 18:25, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 06.

Motion that:	"To cast a vote of confidence for NG Cheuk Hei to hold office of Internal General Secretary till the end of the Session 2016–2017 of CSA, ENS, HKUSU"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: Among 22 votes conducted, 18 votes for the motion, 0 votes

against, 4 votes abstain. Motion **Carried**.

At 18:28, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 07.

Motion that:	"To cast a vote of confidence for HO Cheuk Yan to hold office of External General Secretary till the end of the Session 2016–2017 of CSA, ENS, HKUSU"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: Among 22 votes conducted, 18 votes for the motion, 0 votes against, 4 votes abstain. Motion **Carried**.

At 18:29, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 08.

Motion that:	"To move to agendum 5: To receive and adopt the amended constitution"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

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5 To receive and adopt the amended constitution

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) asked the reason of deleting the sentence "be eligible for office in the Executive Committee of the Association" in Section 2.2.2.1 of the Constitution.

WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017) answered that the change was proposed after referring to other academic societies affiliated to Engineering Society, HKUSU.

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) asked that was it an appropriate way to exploit privileges of the Members by deleting the sentence.

WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017) answered that deleting the sentence does not mean that the Members would lose the privileges to be the Ex-Co of the Association, but to provide privileges to the Ex-Co who is(are) non-member(s) at the same time.

Lee Man Yin (Chairperson and Acting Publication and Publicity Secretary of CSA, ENS, HKUSU, Session 2012–2013) commented that firstly, for the intention of the amendment, which was reducing administrative costs, was not encouraged as casting a vote of confidence each session can let the Freshmen think twice before being an Ex-Co of the Association. Secondly, for the amendment, he recommended that adding an item "all previous elected people are eligible for office" instead of reducing privileges of the Members by deleting that sentence.

At 19:01, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 09.

Motion that: "To adopt the amendment of section 2.2.2.1 of the constitution of CSA, ENS, HKUSU
Original: may vote, nominate, and be nominated for election in Association Elections at the AGM or the

By-election General Meeting and be eligible for office in the Executive Committee of the Association
Amended: may vote, nominate, and be nominated for election in Association Elections at the AGM or the By-election General Meeting"

Proposer: WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)

Seconder: IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: Motion **Withdrawn**.

At 19:08, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 10.

Motion that: "To recess for 30 minutes"

Proposer: WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)

Seconder: IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum)) announced that the Meeting would be suspended for 30 minutes.

At 19:38, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 11.

Motion that: "To withdraw the motion on table"

Proposer: WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)

Seconder: IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017) reported that due to no agreement of the amended constitution from the Members after discussions, there would be no amendment of the Constitution in the Meeting.

At 19:40, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 12.

Motion that:	"To move to agendum 6: Adjournment"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

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6 Adjournment

At 19:42, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that he had received Motion 13.

Motion that:	"To adjourn the meeting"
Proposer:	WOO Chong Yiu (CS2 (4-year curriculum), Internal Vice-chairperson of CSA, ENS, HKUSU, Session 2016–2017)
Seconder:	IP Wing Sze (CS3 (4-year curriculum), Financial Secretary of CSA, ENS, HKUSU, Session 2016–2017)

Resolution: No Discussion, No Objection, Motion **Carried**.

At 19:43, 13th September 2016 (Tuesday), Meeting Chairperson (KWOK Cheuk Lum (CS2 (4-year curriculum), Chairperson of CSA, ENS, HKUSU, Session 2016–2017)) announced that the Meeting was adjourned.

Prepared by,

CHAN Lap Kiu
Welfare Secretary
Computer Science Association,
Engineering Society, HKUSU,
Session 2016–2017

Approved by,

KWOK Cheuk Lum
Chairperson
Computer Science Association,
Engineering Society, HKUSU,
Session 2016–2017

7 Nomination of Candidates for the Election of Office Bearers of Computer Science Association, Engineering Society, HKUSU, Session 2017–2018

Nomination Period:

00:00, 17th January 2017 (Tuesday)–23:59, 13th February 2017 (Wednesday)

List of Nominations:

DnC

The proposed cabinet of Computer Science Association, Engineering Society, HKUSU, Session 2017–2018

Office Bearer	Candidate	Proposer	Seconder
Proposed Chairperson	POON Tsz Ho Cedric [BEng(CompSc) 3]	KWOK Cheuk Lum [BEng(CompSc) 2]	SHUM Cheuk Yee [BEng(CompSc) 3]
Proposed Internal Vice-chairperson	CHAN Ming Yui [BEng 1]	WOO Chong Yiu [BEng(CompSc) 2]	SHUM Cheuk Yee [BEng(CompSc) 3]
Proposed External Vice-chairperson	TSUI Yim Ting Crystal [BEng 1]	KWOK Cheuk Lum [BEng(CompSc) 2]	HO Ka Miu [BEng(CompSc) 4]
Proposed Internal General Secretary	LEUNG Ho Pong James [BEng 1]	WOO Chong Yiu [BEng(CompSc) 2]	LEUNG Lok Ming [BEng(CompSc) 3]
Proposed External General Secretary	CHUN Sin Ying Sarah [BEng 1]	KWOK Cheuk Lum [BEng(CompSc) 2]	KWOK On Ki [BEng(CompSc) 3]
Proposed Publication and Publicity Secretary	PANG Ming Kin [BEng 1]	CHENG Tak Kin [BEng(CompSc) 2]	HO Ka Miu [BEng(CompSc) 4]
Proposed Social Secretary	HUI Ka Sin Andy [BEng 1]	WOO Chong Yiu [BEng(CompSc) 2]	CHAN Lap Lam [BEng(CompSc) 3]
Proposed Welfare Secretary	GARG Anant [BEng 1]	CHAN Lap Kiu [BEng(CompSc) 2]	LAM Wan Yiu Enid [BEng(CompSc) 4]

8 Reports of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

8.1 General Report

Office Bearers:

The office bearers of the Executive Committee of CSA, ENS, HKUSU, Session 2016–2017, were elected by general polling. The office bearers were as follows:

Chairperson	KWOK Cheuk Lum
Internal Vice-chairperson	WOO Chong Yiu
External Vice-chairperson	CHEUNG Chi Ying
Internal General Secretary	NG Cheuk Hei
External General Secretary	HO Cheuk Yan
Financial Secretary	IP Wing Sze
Publication and Publicity Secretary	CHENG Tak Gin
Welfare Secretary	CHAN Lap Kiu
Marketing Secretary	CHAU Chun Wing
Sports Secretary	KWONG Brian

Session:

The 22nd session of the Executive Committee commenced on 24th February 2016 and will be terminated at the end of the Annual General Meeting of CSA, ENS, HKUSU, Session 2016–2017.

Members:

CSA, ENS, HKUSU now has 148 Full Members and 66 Associate Members. The number of Full Members in each class is as follows:

BEng 1	9
CS 2	51
CS 3	51
CS 4	37

Meetings:

During session 2016–2017, there were 29 Executive Committee meetings.

Resources granted:

Several resources had been granted to CSA, ENS, HKUSU:

- The Department:
  - 1 association room in LG104, Composite Building, The University of Hong Kong
  - 1 cupboard
  - 1 departmental account
    - Email: csa@cs.hku.hk
    - Website: http://i.cs.hku.hk/~csa
  - 1 mailbox (Mailbox 39, 3/F, Chow Yei Ching Building, The University of Hong Kong)
  - 1 newsgroup (news://news.cs.hku.hk/hk.cs.csa)
  - 1 table
  - 1 telephone (2219 4133)
  - Steel cabinets
- HKUSU:
  - Mailbox (Mailbox behind General Office, UG1/F, Composite Building, The University of Hong Kong)

8.2 Annual Functional Report

8.2.1 Report on Joint Society Ball

Person-in-charge:

KWOK Cheuk Lum

Chairperson

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

The Joint Society Ball was a groundbreaking function that has never been organized by the Association. Co-ordinating with three other societies from the University, it allowed the Members to communicate with students from other departments and faculties through the process of dancing and playing special featured activities. This was a precious opportunity for the Members to learn more about other fields of study and know more friends.

Aims:

- To make more friends from different faculties or departments so that they can further understand different fields of study
- To improve friendship among the Members

Date:

19th March 2016 (Saturday)

Time:

17:50–21:30

Venue:

CYM105, Chong Yuet Ming Amenities Centre, The University of Hong Kong

Fee:

HK$130 per participant

Resources borrowed:

- Balloon stand from Biological Sciences Society, SS, HKUSU
- Buffet stoves from Biological Sciences Society, SS, HKUSU
- Mini LED light bulbs from Biological Sciences Society, SS, HKUSU
- Balloon pump from NS, MS, HKUSU
- Disco light ball from MES, ENS, HKUSU
- Red carpets from HKUSU

Details:

- A reception counter was set up at the entrance of CYM105 to tick attendance of participants and distribute materials for the number matching game.
- Mini LED light bulbs were hung around the pillars as decoration.
- A balloon stand was set up.
- Red carpets were laid in the middle as stage.
- Stoves were set up in the corner of CYM105 as a buffet area for dinner.
- Bags and other personal properties were stored in the cupboards in CYM105.
- A banner was set up at the back of CYM105 as a photo area.

Number of participants:

28

Performer:

Mosaic

Rundown:

19th March 2016 (Saturday)

Time	**Event**
17:50–18:00	Entry
18:00–18:15	Opening ceremony

18:15–18:30	Performance
18:30–19:30	Dancing time
19:30–20:00	Dinner and performance
20:00–21:20	Final session for dance and number matching game
21:20–21:30	Prize presentation ceremony for number matching game

Evaluations:

- Preparation:
  - Most decorations were made beforehand so the decoration time was enough.
- Rundown:
  - The venue was large enough for dancing.
  - Some participants were very passive during the function.
  - The food quality was good.
  - Overall, atmosphere of the function was good especially during performances.
  - Utensils were enough.
  - Prizes were attractive to the participants.
- Post-activity:
  - The cleanup was fast as there were more people to clean up than enough.

8.2.2 Report on Inauguration Ceremony

Person-in-charge:

HO Cheuk Yan

External General Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Inauguration Ceremony was a formal function that introduced the 21st Ex-Co to the participants. It also signified the commencement of the new Executive Committee session of the Association.

Aims:

- To introduce the 21st Ex-Co to the participants
- To build up a good relationship with the participants

Date:

1st April 2016 (Friday)

Time:

19:00–21:30

Venue:

MBG07, Main Building, The University of Hong Kong

Resources borrowed:

- Buffet stoves from EEEA, ENS, HKUSU
- Corsages from HKUSU
- Long tables from the Department
- Microphones from Learning Environment Services
- Microphone stand from Learning Environment Services
- Name pads from Engineering Society, HKUSU

- Tablecloths from MES, ENS, HKUSU
- Tablecloths from Engineering Society, HKUSU
- Trolley from the Department

Details:

- A reception counter was set up at the entrance of the theatre to serve the coming guests.
- A signature book was prepared for guests to sign.
- Cocktail was provided at the covered area opposite to the entrance of MBG07, Main Building, The University of Hong Kong
- Refreshment was provided to serve the participants.
- Souvenirs were given to guests.

Number of participants:

Around 90

Guests:

- Mr. Dominic Cho (Managing Consultant of GreySpark Partners (HK) Ltd)
- Mr. Riches Tse (Project Director of Sincere State Technologies)
- Professor Francis C.M. Lau (Associate Dean of Engineering, Department of Computer Science, The University of Hong Kong)
- Ms. Yannes Ng (Human Resources of GreySpark Partners (HK) Ltd)
- Mr. SoonKhen OwYong (Director of Technology of Launchpilots**)**
- Representative of Civil Engineering Society, Engineering Society, HKUSU
- Representative of Computer Society, HKUSU
- Representative of Information Systems Association, Business and Economics Association, Hong Kong University Students' Union
- Representative of Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union
- Representative of Electrical and Electronic Engineering Association, Engineering Society, HKUSU
- Representative of Engineering Society, HKUSU
- Representative of Nursing Society, Medical Society, Hong Kong University Students' Union

- Representative of Biological Sciences Society, SS, HKUSU
- Representative of Computer Science Society, City University of Hong Kong Students' Union
- Representative of Society of Computing Studies of The Hong Kong Polytechnic University
- Representative of The Computer Science and Engineering Students' Society, the Hong Kong University of Science and Technology Students' Union
- Representative of Student Society of Computing of the Open University of Hong Kong
- Representative of The Society of Engineering Faculty, The Student Union of The Chinese University of Hong Kong
- Representative of Electronic and Information Engineering Students' Society (HKPUSU)
- The 19th Ex-Co
- The 20th Ex-Co
- The Members

Masters of Ceremony:

- Hui Wai Ying Jennifer [BEng 1]
- Lee Duncan Richard Hong Nuo [BEng 1]

Helpers:

- Cheng Ngai Tong [BEng 1]
- Cheng Yau Chung [BEng 1]
- Cheung Hiu Tung [BBA(IS) 2]
- Cheung Yik Ai [BSci 1]
- Cheung Yin Ching [BEng 1]
- Hung Ming Jak [BEng 1]
- Leung Pui Kwan Rita [BEng 1]
- Leung Pui Ki [BEng 1]
- Lo Man Fei [BEng 1]
- Lui Wui Wang [BEng 1]
- Mok Tsz Chung [BEng 1]
- Ng Ka Yin [BSc(ActuarSc) 1]
- Ngan Cho Lam [BSocSc 1]
- So Chun Hei [BEng 1]

- So Fuk Lam [BA&BEd(LangEdu)-Chin 2]

Rundown:

1st April 2016 (Friday)

Time	**Event**
19:00–19:45	Cocktail, distribution of souvenirs to representatives of associations/societies and photo taking
19:45–19:50	Entry
19:50–19:55	Opening ceremony
19:55–20:00	Speech by Mr. Dominic Cho (Managing Consultant of GreySpark Partners (HK) Ltd.)
20:00–20:05	Speech by Riches Tse (Project Director of Sincere State Technologies)
20:05–20:10	Speech by Professor Francis C.M. Lau (Associate Dean of Engineering, Department of Computer Science, The University of Hong Kong)
20:10–20:15	Speech by the Chairperson of the Association (Session 2015–2016)
20:15–20:20	Handover ceremony
20:20–20:25	Introduction of the 21st Ex-Co
20:25–20:30	Oath taking
20:30–20:35	Speech by the Chairperson of the Association (Session 2016–2017)
20:35–20:40	Presentation of souvenirs and photo taking
20:40–21:30	Refreshment

Evaluations:

- Preparation:
  - Ex-Co should familiarize with the flow of the ceremony by having more rehearsals.
  - The time for decoration was not enough. It was recommended that the decoration should be started earlier.
- Rundown:
  - Clear guidelines should be provided to the speakers to avoid promotions in their speeches.

8.2.3 Report on Mixer (Semester 2, 2015–2016)

Person-in-charge:

IP Wing Sze

Financial Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Mixer (Semester 2, 2015–2016) was a buffet-like lunch which was organized to strengthen the relationship between the staff and the students of the Department.

Aims:

- To facilitate communication between the staff and the Members through providing a relaxing environment
- To provide an opportunity for the Members to know more about the Department
- To let the Members be more familiar with each other
- To introduce the Department to the Freshmen

Date:

5th April 2016 (Tuesday)

Time:

12:30–14:30

Venue:

Union Foyer, Union Building, The University of Hong Kong

Resources borrowed:

- Examination tables from the Department
- Pull up banners from the Department
- Long tables from HKUSU

- Public address system (Portable Type) with wireless microphones from HKUSU

Details:

- The starting time was delayed by 15 minutes.
- Prize Presentation Ceremony of Teaching Excellence Awards of 2014–2015 and Best Tutor Awards of 2014–2015 was held.
- 23 trays of refreshment were provided.
- 20 bottles of drinks were provided.

Number of participants:

Around 80

Rundown:

5th April 2016 (Tuesday)

Time	Event
12:45–12:50	Speech by the Chairperson of the Association (Session 2016–2017)
12:50–13:00	Prize presentation ceremony of Teaching Excellence Award 2014–2015 and Best Tutor Awards of 2014–2015
13:00–13:10	Photo taking
13:10–14:30	Refreshment

Evaluations:

- Preparation:
  - More time should have been spent on setting up the venue.
- Rundown:
  - The venue was large enough to serve all the participants.
  - During the event, speech by the professor was cancelled as he could not be found at that time. It was recommended to send a reminder email to the professor the day before and have a backup plan for this case.
  - The photo taking was great.
  - The number of participants was satisfactory, but more promotion was recommended.

- The types and quantity of food were satisfactory.
- The food was served in a satisfied speed.
- Utensils were enough.

- Post-activity:
  - The time spent on packing and cleaning was satisfactory.

8.2.4 Report on Superpass Day (Semester 2, 2015–2016)

Person-in-charge:

CHEUNG Chi Ying

External Vice-chairperson and Acting Social Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Superpass Day (Semester 2, 2015–2016) involved two parts, Superpass Fai Chun Writing and Superpass Dinner. It is one of the traditions in the University believing that students will get a better result in examinations after participating in the Superpass Day. The Fai Chun Writing was free of charge, and the Fai Chun could be taken away by the participants.

Aims:

- To promote communication and friendship among the Members
- To provide an opportunity for the Members to experience the Superpass tradition of the University

Date:

29th April 2016 (Friday)

Time:

15:30–22:00

Venues:

- Superpass Fai Chun Writing:
  - Counter outside HW311, Haking Wong Building, The University of Hong Kong
- Superpass Dinner:
  - 權記小菜館, Shop CF5, Cooked Food Centre, 2/F, Smithfield Municipal Service Building, 12K Smithfield, Kennedy Town, Western District

Fee:

HK$60 per participant

Resources borrowed:

- Cleaver and cutting board from 權記小菜館
- Long tables from the Department

Details:

- A board was provided for posting up the Fai Chun.
- The assembling venue for Superpass Dinner was outside HW311, Haking Wong Building, The University of Hong Kong.

Number of participants:

28

Rundown:

29th April 2016 (Friday)

Time	Event
15:30–18:30	Hosting the counter and organizing Superpass Fai Chun Writing
18:30–19:15	Assembling and leading the participants to the restaurant
19:15–19:30	Introducing the Superpass tradition of the University
19:30–20:15	Chopping of the roasted piglet
20:15–21:45	Cheer and dinner
21:45–21:50	Distribution of red packets
21:50–22:00	Photo taking

Evaluations:

- Preparation:
  - Food tasting was done before choosing the restaurant.
  - Posters were prepared on time.
- Rundown:
  - The number of red papers prepared for the Fai Chun writing was more than enough.

- The quality of red papers was satisfactory.
- The food was ready on time that it was ready just after chopping of the roasted piglet was finished.
- The amount of food was enough for participants.
- The quality of the food was satisfactory.

8.2.5 Report on Orientation Program 2016—Registration Day

Person-in-charge:

CHEUNG Chi Ying

External Vice-chairperson and Acting Social Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Orientation Program 2016—Registration Day was the first opportunity for the Association to get in touch with the Freshmen, which may become the Members in the future. Through the decoration of our booth and the hospitality of Ex-Co, we aimed to introduce the Department, the Association and promote upcoming activities to the Freshmen.

Aims:

- To promote and encourage participation of the Orientation Program 2016—Orientation Camp held in August 2016
- To advertise the Department as well as the Association

Date:

11th August 2016 (Thursday)–12th August 2016 (Friday)

Time:

09:00–20:00

Venues:

HW 1-3, HW 1-4, HW 1-6, Haking Wong Building, The University of Hong Kong

Resources borrowed:

- Chairs from HKUSU
- Examination tables from HKUSU
- Foam boards from the Department

- Mini LED light bulbs from Biological Sciences Society, SS, HKUSU

Details:

- 2 Ex-Co were sent to assist HKUSU on 12th of August.
- 9 Ex-Co and 2 helpers were taking turns to be on-duty at the booth. 3 were allowed to take a break every hour, 1 was at the service counter, 2 were to introduce the Curriculum to the Freshmen, 3 were to promote the Orientation Program 2016—Orientation Camp to the Freshmen and 2 were to attract the Freshmen to come to the booth.
- Ex-Co at the service counter was responsible of explaining the Refund Policy and giving out receipts to the Freshmen who had registered and paid for the Orientation Program 2016—Orientation Camp.
- Online registration of the Orientation Program 2016—Orientation Camp was done by notebook computers at the service counter.
- Explanations on the Curriculum and Orientation Program 2016—Orientation Camp were offered.
- Lucky draw was conducted to attract the Freshmen to come to the booth and encourage the Freshmen to follow the Facebook page of the Association.
- Files, leaflets and souvenirs were given out to the Freshmen who entered the venue.
- Online registration form was linked to the Facebook page of the Association.
- Photos of past Orientation Camps and functions were displayed.
- Balloons, a banner, a pull up banner of the Association, mini LED light bulbs and T-shirts of the Orientation Program 2016—Orientation Camp were used to decorate the booth.
- The boards borrowed from the Department were used to be the background of the booth and introduced the information of the Curriculum to the Freshmen.
- Association products were available for sale.

Number of participants:

Around 300

Helpers:

- Cheung Yin Ching [BEng 1]
- Leung Pui Kwan Rita [BEng 1]

Evaluations:

- Preparation:
  - Two full days were used to set up and decorate the booth for the Orientation Program 2016—Registration Day.
  - Preparation work for publications and all other materials should be done earlier.
  - Helpers should attend the briefing session to have a better understanding on Orientation Regulations.
- Rundown:
  - Ex-Co on duty had to know more about the career prospects and the Curriculum, as well as the benefits that the Freshmen could be obtained through their participations in the Orientation Program 2016—Orientation Camp.
  - Sale of Association products was unsatisfactory.
  - Lucky draw could help attracting the Freshmen.
  - Academic information was attractive to the Freshmen.
  - Orientation Regulations were strictly followed.
  - Most of the Freshmen have not chosen a major under the Faculty of Engineering.
  - Hospitality was offered by Ex-Co.
- Post-activity:
  - The cleanup work was satisfactory.

8.2.6 Report on Orientation Program 2016—Orientation Camp

Person-in-charge:

WOO Chong Yiu

Internal Vice-chairperson

CSA, ENS, HKUSU,

Session 2016–2017

Vice-person-in-charge:

CHAU Chun Wing

Marketing Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Orientation Program 2016—Orientation Camp was designed to help the Freshmen make friends with each other and build up friendships through different tasks and games. It also helped them understand the Department and the Association better and gave them an opportunity to adapt to the new life and culture of the University.

Aims:

- To provide a chance for the Freshmen to know each other and the current students
- To provide a chance for the Freshmen to know more about the Department
- To help the Freshmen to adapt to the new life and culture of the University
- To introduce the Curriculum to the Freshmen

Date:

22nd August 2016 (Monday)–24th August 2016 (Wednesday)

Time:

09:30 (22nd August 2016)–12:15 (24th August 2016)

Venues:

- Gathering venue:
  - LE2, Library Extension Building, The University of Hong Kong
- Campsite:
  - Sai Kung Outdoor Recreation Centre
- Beach games venue:
  - Clear Water Bay 2nd Beach
- Campfire venue:
  - Hong Kong Scout Association Pak Sha Wan Tam Wah Ching Sea Activity Centre

Theme:

18 Kidulthood

Fee:

- HK$500 per participant (for the Freshmen)
- HK$280 per participant (for current Ex-Co and Helper)

Number of participants:

53 in total

- Central Helper: 1
- Current Ex-Co: 10
- Group Leaders: 6
- Photographer: 1
- Spies: 3
- The Freshmen: 32

Resources borrowed:

- Eye masks from Engineering Society, HKUSU
- Loud Hailer from HKUSU
- Public address system (Portable Type) with wireless microphones from HKUSU
- Trolley from HKUSU

Guest:

Dr. Anthony T.C. Tam (Academic Advisor of the Department)

Central Helper:

Lau Chun Yin [BEng 1]

Group Leaders:

- Mok Tse Chung Tony [BEng 1]
- Cheung Yin Ching [BEng 1]
- Ng Ka Yin [Bsc(ActuarSc) 1]
- Leung Pui Kwan Rita [BEng 1]
- Lo Man Fei [BEng 1]
- Hung Ming Jak [BEng 1]

Photographer:

Tsang Tsz Wa [BEng(CompSc) 3]

Spies:

- Leung Hon Man [BEng 1]
- Ho Chun Chi [BEng 1]
- Yuen Ching Tung [MBBS 1]

Groups:

- 咁得啦
- 堅係 A0 少林組
- *醉愛_×°°°BB 豬

Rundown:

22nd August 2016 (Monday)

Time	Event
09:30–10:00	Gathering
10:00–10:10	Briefing
10:10–10:20	Speech by representative of the Department
10:20–10:30	Speech by the Chairperson of the Association (Session 2016–2017)
10:30–11:00	Ice-breaking games
11:00–11:15	Discussion of group names
11:15–17:30	Hong Kong Orienteering

17:30–18:00	Settle down
18:00–18:40	Dinner
18:40–19:30	CS cheers teaching
19:30–22:00	Detective Game

23rd August 2016 (Tuesday)

Time	**Event**
07:30–08:00	Morning call
08:00–08:40	Breakfast
08:40–09:00	CS cheers teaching
09:00–11:30	Mass games
11:30–12:00	Packing up for beach
12:00–12:40	Lunch
12:40–13:45	Travelling to the beach
13:45–16:30	Beach games
16:30–17:15	Revelation of Spies
17:15–18:00	Travelling back to campsite
18:00–18:40	Dinner
18:40–19:30	Travelling to Campfire site
19:30–21:00	Campfire
21:00–21:40	Travelling back to campsite

24th August 2016 (Wednesday)

Time	**Event**
07:30–08:00	Morning call
08:00–08:40	Breakfast
08:40–09:00	CS cheers practicing
09:00–09:20	CS cheers demonstration
09:20–09:45	Packing up
09:45–10:40	Course registration
10:40–11:00	Voting

11:00–11:10	Announcement of voting result and prize presentation
11:10–11:20	Time for the past Ex-Co
11:20–12:00	Message leaving
12:00–12:15	Photo taking

Result:

咁得啦 was the champion.

Evaluations:

- Preparation:
  - More helpers should be recruited.
  - Helpers should attend the briefing sessions to have a better understanding to the whole rundown.
- Rundown:
  - Day 1
    - The Freshmen were willing to learn CS Cheers.
    - The atmosphere of detective game was good.
    - The time for detective game was not enough, it was suggested that a video could be used to simplify the plot.
  - Day 2
    - The atmosphere of mass games was good.
    - Clear Water Bay 2nd Beach was too crowded for beach games.
    - The atmosphere of campfire was good.
    - Distance to the campfire site was too long for walking.
  - Day 3
    - CS cheers demonstration was satisfactory.
    - Course registration took more time than expected.
    - Atmosphere of message leaving was good, but the time was not enough.

8.2.7 Report on Mixer (Semester 1, 2016–2017)

Person-in-charge:

IP Wing Sze

Financial Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Mixer (Semester 1, 2016–2017) is a buffet-like lunch gathering organized to strengthen the relationship between the staff and the students of the Department.

Aims:

- To facilitate communication between the staff and the students of the Department through providing a relaxing environment
- To provide an opportunity for the students to know more about the Department
- To let the students be more familiar with each other
- To introduce the Department to the Freshmen

Date:

22nd September, 2016 (Thursday)

Time:

12:30–14:30

Venue:

Union Foyer, Union Building, The University of Hong Kong

Resources borrowed:

- Pull up banners from the Department
- Long tables from HKUSU
- Public address system (Portable Type) with wireless microphones from HKUSU

Details:

- 25 trays of refreshment were provided.
- 24 bottles of drinks were provided.

Number of participants:

Around 100

Rundown:

22nd September, 2016 (Thursday)

Time	Event
12:30–12:35	Speech by the Chairperson of the Association (Session 2016–2017)
12:35–12:40	Speech by Dr. Hubert T.H. Chan (BEng(CompSc) Program Director)
12:40–12:50	Photo taking
12:50– 14:30	Refreshment

Evaluations:

- Preparation:
  - The time spent on setting up the venue was satisfactory.
- Rundown:
  - The venue was large enough to serve all the participants
  - The photo taking was great.
  - The number of participants was satisfactory.
  - The types of food were satisfactory.
  - The quantity of food was slightly insufficient. It was recommended to have larger quantity of food.
  - The food was served in a satisfied speed.
  - Utensils were enough.

- Post-activity:
  - The time spent on packing and cleaning was satisfactory.

8.2.8 Report on CSA X ISA LOL Tournament

Person-in-charge:

KWONG Brian

Sports Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

CSA X ISA LOL Tournament was an eSports competition organized with the Information Systems Association, BEA, HKUSU competing on a famous online game League of Legends.

Aims:

- To provide an opportunity for the Members to participate in an eSports competition
- To provide an opportunity for the Members to cooperate with different people

Date:

15th October 2016 (Saturday)

Time:

10:30–19:30

Venue:

msystem, 6/F, Golden Era Plaza, 39–55 Sai Yee Street, Mong Kok

Fee:

HK$20 per participant

Detail:

Prizes were given to the teams of best 4 of the tournament.

Number of participants:

55

Rundown:

15th October 2016 (Saturday)

Time	Event
10:30–12:30	Semi-finals
12:30–13:30	Break
13:30–16:30	Third place play-off
16:30–19:30	Final

Evaluations:

- Overall:
  - Name list of the participants registering the account of Garena was needed in order to get the sponsorship from Garena.
  - Rules should be clearly announced to settle dispute.
  - The number of participants was more than expected and a larger scale of competition was recommended.

8.2.9 Report on SITCON x HK 2016

Person-in-charge:

CHENG Tak Kin

Publication and Publicity Secretary and Acting Information Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

SITCON Student IT Conference, formed by students with passion in IT, is a student-centered organization hoping to provide a stage for all Hong Kong students to express and develop their talent with Open Source. The theme of year 2016 was "Let's Open Source", hoping to join students in the world of Open Source.

Organizers:

- SITCON x HK Community
- Techie Brain, 31st Executive Committee of Computer Science Society, City University of Hong Kong Students' Union
- Computer Science Association, Engineering Society, HKUSU
- The Computer Science Society, Hong Kong Baptist University

Supporting Organizations:

- Hong Kong Creative Open Technology Association
- Open Source Hong Kong
- Hong Kong Linux User Group
- SITCON - TW Community
- Electrical and Electronic Engineering Association, Engineering Society, HKUSU

Speakers:

- David Ng (Product Manager for Skygear.io, OurSky Ltd.)
- Denny Huang (Cofounder of SITCON)
- Christine Lee (Dim Sum Labs)

- David Lanzendörfer (Dim Sum Labs)
- Yeung KaYue (Founder of Hong Kong PHP User Group)
- Jeremy Yen (SITCON - TW)
- Poren Chiang (SITCON - TW)
- Tony Yip (SITCON x HK)
- Kai Chun Hsu (Projectable)
- Wan Leung Wong (Hong Kong Linux User Group)
- Koala Yeung (Hong Kong Linux User Group)
- Ivan Ma (Hong Kong MySQL User Group Leader in Hong Kong)

Aims:

- To provide an opportunity to the Members to broaden their horizon
- To encourage the Members to be aware of CS-related current affairs
- To learn from the experience from guests

Date:

22nd October 2016 (Saturday)

Time:

09:00–18:30

Venues:

LT16, LT17, 4/F, Purple Zone, Academic 1, City University of Hong Kong

Fee:

Free

Details:

- A reception counter was set up outside LT 16 for registration.
- Booths were set up outside the venues.
- Participants could choose to attend the talks they were interested in.
- Participants who filled in the questionnaire could join the lucky draw.

Number of participants:

43

Rundown:

22nd October 2016 (Saturday)

Time	**Event**	
	Venue: LT16	**Venue: LT17**
09:00–10:00	Registration	
10:00–10:15	Opening ceremony	/
10:15–11:00	Keynote	/
11:00–11:15	Break	
11:15–12:00	Talk	Talk
12:00–12:15	Break	
12:15–13:00	Talk	Talk
13:00–14:30	Lunch	
14:30–15:15	Keynote	/
15:15–15:30	Lunch	
15:30–16:15	Talk	Talk
16:15–16:30	Break	
16:30–17:15	Talk	Talk
17:15–17:30	Break	
17:30–18:00	Lightning talk	/
18:00–18:30	Closing ceremony and lucky draw	/

Evaluations:

- Preparation:
  - It was recommended to have earlier meetings with other parties.
  - Publication and publicity work shall be done earlier.
- Rundown:
  - Number of participants was less than expected.
  - It was recommended to cancel some talks and concentrate all the talks in one lecture theatre.

- Some of the talks might be too advanced for the participants.

8.2.10 Report on Annual Dinner

Person-in-charge:

CHAU Chun Wing

Marketing Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Annual Dinner was a formal function gathering the Members. They were welcomed to participate, and have fun through the formal banquet.

Aims:

- To act as a platform for the Full Members to meet and share experiences with Associate Members
- To promote communication among the participants

Date:

15th November 2016 (Tuesday)

Time:

19:00–21:30

Venue:

Rome Café, Graduate House, The University of Hong Kong

Fee:

- HK$250 per participant (for Full Members)
- HK$300 per participant (for Associate Members and staff of the Department)

Details:

- A reception counter was set up at the entrance of Rome Café, Graduate House, The University of Hong Kong to serve the coming guests.
- A signature board was prepared for participants to sign.
- Souvenirs were given to participants.
- Cocktail was provided in the Rome Café, Graduate House, The University of Hong Kong.
- Dinner was served to participants.

Number of participants:

44

Guest:

Mr. John Huen (CEO of Koding Kingdom)

Master of Ceremony:

- Hui Wai Ying Jennifer [BEng(CivE) 2]
- Lui Wui Wang [BEng(CompSc) 2]

Helpers:

- Cheung Yin Ching [BEng(CE) 2]
- Leung Pui Kwan Rita [BEng(CE) 2]
- Ng Ka Yin [BSc(ActuarSc) 2]

Performer:

Cheung Otto Larry (The Magic Club, HKUSU)

Rundown:

15th November 2016 (Tuesday)

Time	Event
19:00–19:30	Cocktail
19:30–19:40	Opening Ceremony
19:40–19:45	Speech by Mr. John Huen (CEO of Koding Kingdom)

19:45–19:50	Speech by the Chairperson of the Association (Session 2016–2017)
19:50–19:55	Photo taking
19:55–21:00	Dinner
21:00–21:15	Performance
21:15–21:30	Lucky Draw

Evaluations:

- **Preparation:**
  - Invitations to guest and staff of the Department should be sent earlier.
  - More helpers should be recruited.
  - Query on food choice should be included in the application form to facilitate food distribution.
- **Rundown:**
  - More helpers should be allocated in the reception corner.
  - The program ran smoothly.

8.2.11 Report on CS Hiking

Person-in-charge:

KWONG Brian

Sports Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

CS Hiking was a sports function for the Members. It provided an opportunity for them to relax during the middle of the semester and strengthen the bonding of the Members.

Aims:

- To promote sports activities
- To enhance the Members' sense of belonging to the Association
- To strengthen the bonding among the Members

Date:

20th November 2016 (Sunday)

Time:

10:00–15:00

Venue:

Yuen Tsuen Ancient Trail

Detail:

Refreshment was provided.

Number of participants:

25

Rundown:

20th November 2016 (Sunday)

Time	**Event**
10:00–10:15	Assembling
10:15–10:30	Travel to Yuen Tsuen Ancient Trail
10:30–13:00	Hiking
13:00–13:15	Photo taking
13:15–15:00	Hiking

Evaluations:

- Preparation:
  - Pre-trip was done before CS Hiking.
- Rundown:
  - There was enough refreshment for the participants.

8.2.12 Report on Welfare Week (Semester 1, 2016–2017)

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Welfare Week was a function that letting the Members to buy welfare products at favorable prices and letting the Members to get welfare pack.

Aim:

To promote the general welfare of the Members

Date:

24th November 2016 (Monday), 25th November 2016 (Tuesday), 27th November 2016 (Thursday), 28th November 2016 (Friday)

Time:

15:30–18:30

Venue:

Counter outside HW311, Haking Wong Building, The University of Hong Kong

Resource borrowed:

Long table from the Department

Details:

- One new product had been produced, which was Association Hoodie (2016–2017).
- Discounts had been given to Association Coffee Mug, Association Paper (2012–2013), Association T-shirt (2013–2014), Association Jacket (2015–2016) and Association T-shirt (2015–2016).

- 67 of the Members collected the welfare pack in total.

Evaluations:

- Overall:
  - Number of the Members who have come to collect the welfare pack was less than expected.
  - It was recommended to have more promotion on the welfare pack.

8.2.13 Report on Superpass Day (Semester 1, 2016–2017)

Person-in-charge:

CHEUNG Chi Ying

External Vice-chairperson and Acting Social Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Superpass Day (Semester 1, 2016–2017) involved two parts, Superpass Fai Chun Writing and Superpass Dinner. It is one of the traditions in the University believing that students will get a better result in examinations after participating in the Superpass Day. The Fai Chun Writing was free of charge, and the Fai Chun could be taken away by the participants.

Aims:

- To promote communication and friendship among the Members
- To provide an opportunity for the Members to experience the Superpass tradition of the University

Date:

29th November 2016 (Tuesday)

Time:

15:30–22:00

Venues:

- Superpass Fai Chun Writing:
  - Counter outside HW311, Haking Wong Building, The University of Hong Kong
- Superpass Dinner:
  - 權記小菜館, Shop CF5, Cooked Food Centre, 2/F, Smithfield Municipal Service Building, 12K Smithfield, Kennedy Town, Western District

Fee:

HK$60 per participant

Resources borrowed:

- Cleaver and cutting board from 權記小菜館
- Long tables from the Department

Details:

- A board was provided for posting up the Fai Chun.
- The assembling venue for Superpass Dinner was outside HW311, Haking Wong Building, The University of Hong Kong.

Number of participants:

28

Rundown:

29th November 2016 (Tuesday)

Time	Event
15:30–18:30	Hosting the counter and organizing Superpass Fai Chun Writing
18:30–19:15	Assembling and leading the participants to the restaurant
19:15–19:30	Introducing the Superpass tradition of the University
19:30–20:15	Chopping of the roasted piglet
20:15–21:45	Cheer and dinner
21:45–21:50	Distribution of red packets
21:50–22:00	Photo taking

Evaluations:

- Preparation:
  - Food tasting was done before choosing the restaurant.
  - Posters were prepared on time.
- Rundown:
  - The number of red papers prepared for the Fai Chun writing was more than enough.

- The quality of red papers was satisfactory.
- The assembling time was too long.
- Some of the participants registered at the restaurant before the dinner.
- The amount of food was more than enough for participants.
- The quality of the food was satisfactory.

8.2.14 Report on Welfare Week (Semester 2, 2016–2017)

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Welfare Week was a function that letting the Members to buy welfare products at favorable prices and letting the Members to get welfare pack.

Aim:

To promote the general welfare of the Members

Date:

24th January 2017 (Tuesday), 26th January 2017 (Thursday), 27th January 2017 (Friday)

Time:

15:30–18:30

Venue:

Counter outside HW311, Haking Wong Building, The University of Hong Kong

Resource borrowed:

Long table from the Department

Details:

- Discounts had been given to Association Coffee Mug, Association Paper (2012–2013), Association T-shirt (2013–2014), Association Jacket (2015–2016), Association T-shirt (2015–2016) and Association Hoodie (2016–2017).
- 34 of the Members collected the welfare pack in total.

Evaluations:

- Overall:
  - Number of the Members who have come to collect the welfare pack was less than expected.
  - It was recommended to arrange time slots at the end of the semester to let the Members get the welfare pack relatively conveniently.

8.3 Welfare and Service Report

8.3.1 Report on Association Coffee Mug Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Association Coffee Mug was produced in 2010 and re-designed in 2015. The remaining stock was available for sale.

Aim:

To provide welfare to the Members

Period:

January 2010–February 2017

Details:

Item	Price			Sold
	Member	Non-member	Welfare Week	
Association Coffee Mug	HK$55	HK$65	HK$50	0

Evaluations:

- The sales were not satisfactory.
- It was recommended to have more promotion and a new design on this item.

8.3.2 Report on Association Hoodie Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Association Hoodie (2016–2017) was produced in this year. It was ordered in Free Point Clothing Warehouse.

Aim:

To provide welfare to the Members

Period:

November 2016–February 2017

Details:

Item	**Price**			**Sold**
	Member	**Non-member**	**Welfare Week**	
Association Hoodie (2016–2017)	HK$130	HK$150	HK$120	29

Evaluation:

The sales were satisfactory.

8.3.3 Report on Association Jacket Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Association Jacket (2015–2016) was produced in 2015. The remaining stock was available for sale.

Aim:

To provide welfare to the Members

Period:

November 2015–February 2017

Details:

Item	**Price**			**Sold**
	Member	**Non-member**	**Welfare Week**	
Association Jacket (2015–2016)	HK$150	HK$160	HK$140	6

Evaluation:

The sales were satisfactory.

8.3.4 Report on Association T-Shirt Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Association T-shirt (2013–2014) was produced in 2014. It was ordered in DOS International Limited. Association T-shirt (2015–2016) was produced in 2015. It was ordered in Zitison Limited. The remaining stock was available for sale.

Aim:

To provide welfare to the Members

Period:

- Association T-shirt (2013–2014):
  - January 2014–February 2017
- Association T-shirt (2015–2016):
  - September 2015–February 2017

Details:

Item	**Price**			**Sold**
	Member	**Non-member**	**Welfare Week**	
Association T-shirt (2013–2014)	HK$50	HK$55	HK$45	0
Association T-shirt (2015–2016)	HK$40	HK$50	HK$30	8

Evaluations:

- Association T-shirt (2013–2014):
  - The sales were not satisfactory since the size of remaining T-shirts were too small.
- Association T-shirt (2015–2016):
  - The sales were satisfactory.

8.3.5 Report on Borrowing of Recreational Facilities

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

A list of items, such as stationery, board games, balls, were available for the Members to borrow during the Ex-Co duty time in CS' Area.

Aim:

To provide welfare to the Members

Details:

The followings were available for borrowing.

- Board Games:
  - Carcassonne
  - Chinese Chess
  - Connect Four
  - Go
  - Health and Happiness Chess
  - Magnetic Aeroplane Chess
  - Magnetic Soccer Chess
  - Marble Chess
  - Pictionary
- Sports Items:
  - Basketball
  - Football
  - Hula Hoop
  - Shuttlecock and Badminton Racket

  - Table Tennis Bat and Ping Pong Ball
- Stationery:
  - Cutter Plate
  - Key Punch
  - Larger Stapler
- Others:
  - Air Pump
  - Lighter
  - Megaphone
  - Mini Football
  - Monopoly Deal
  - Playing Card
  - San Guo Sha
  - Set of Toy Bowling
  - Timer

Evaluations:

- It was recommended to add more facilities for the Members to borrow.
- It was recommended to have more promotion on borrowing of recreational facilities.

8.3.6 Report on Class Photo Taking

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Class photos were taken for each class of the Curriculum.

Aim:

To enhance the sense of belonging of the Members to their own class

Arranged Time Slots and Venues:

Preferred participant	Time	Venue
CS Year 2 in 4-year curriculum	15:25, 24th January 2017 (Tuesday)	Open area outside Theatre A, Chow Yei Ching Building
CS Year 3 in 4-year curriculum	15:25, 26th January 2017 (Thursday)	

Evaluations:

- It was difficult to invite class professors taking photos together with students.
- It was recommended to invite class professors via email earlier, rather than after the lesson, so professors can allocate the time to join prior to the function thus students may have more motivation to join.

8.3.7 Report on Departmental Windbreaker Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

This item featuring the name of the Department was produced in 2007. The remaining stock was available for sale.

Aim:

To provide welfare to the Members

Period:

November 2007–February 2017

Details:

Item	Price	Sold
Departmental Windbreaker	HK$100	0

Evaluation:

The sales were not satisfactory since the size of the remaining one was too large.

8.3.8 Report on Departmental Mobile Chain Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

This item featuring the name of the Department was produced in 2007. The remaining stock was available for sale.

Aim:

To provide welfare to the Members

Period:

November 2007–February 2017

Details:

Item	Price	Sold
Departmental Mobile Chain	HK$7	0

Evaluation:

The sales were not satisfactory.

8.3.9 Report on Marketing Activities

Person-in-charge:

CHAU Chun Wing

Marketing Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Marketing activities involved finding sponsorship to fund for functions.

Aims:

- To find sponsor products for the participants of functions
- To keep a good linkage with business bodies
- To seek cash sponsor for functions in order to enhance effectiveness in organizing functions

Details:

The followings were sponsoring bodies in different functions with the type of sponsorship bracketed.

- Sponsoring organizations of Inauguration Ceremony:
  - CEDARS (Cash)
  - The Pierside (Cash)
  - 新興食家 (Cash)
  - 寶蓮苑素食 (Food)
  - 可可店 (Food)
  - 永利清湯牛腩 (Food)
  - 梁輝醫館 (Cash)
  - 德記潮州菜館 (Food)
  - 宜加 (Food)
  - 金祥排骨麵 (Food)
  - 一休料理 (Food)

- 成發海鮮小廚 (Food)

- Sponsoring individuals of Inauguration Ceremony:
  - Prof. B.C.M. Kao (Cash)
  - Prof. D.W.L. Cheung (Cash)
  - Prof. F.C.M. Lau (Cash)
  - Prof. W. Wang (Cash)
  - Dr. A.T.C. Tam (Cash)
  - Dr. B. Oliveira (Cash)
  - Dr. C.K. Chui (Cash)
  - Dr. H. Cui (Cash)
  - Dr. H.F. Ting (Cash)
  - Dr. K.P. Chan (Cash)
  - Dr. R.C.K. Cheng (Cash)
- Sponsoring organization of Orientation Program 2016—Registration Day:
  - CEDARS (Cash)
- Sponsoring organization of Orientation Program 2016—Orientation Camp:
  - Zitison Limited (Sponsor products)
- Sponsoring organizations of CSA X ISA LOL Tournament
  - CEDARS (Cash)
  - Garena (Cash and sponsor products)
- Sponsoring organizations of Annual Dinner
  - CEDARS (Cash)
  - 新興食家 (Cash)
  - 梁輝醫館 (Cash)

Evaluations:

- Different sponsor schemes from CEDARS should be explored.
- The Department was supportive financially.
- Finding sponsorship from shops to shops were not efficient, yet worth trying.

- More sponsorship should be found for Orientation Program 2016—Orientation Camp to facilitate the rundown.
- Sponsorship should be found for the entire year plan, instead of function-by-function.

8.3.10 Report on Membership Card

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Membership Card was to identify the membership of the Association issued to the Members. For Full Member, it was valid from the first day of the first semester of an academic year to the thirtieth day to the first semester of the next academic year.

Aim:

To promote the sense of belonging to the Association of the Members

Evaluation:

It was recommended to have more promotion on the renewal of Membership Card.

8.3.11 Report on Newsletter Publication

Person-in-charge:

CHENG Tak Kin

Publication and Publicity Secretary and Acting Information Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Newsletters were published to promote and summarize the events of the Association. It also served as an official channel between the Association and the Members. Newsletters were available in printed version and electronic version. Newsletters were generally displayed in Room 311, Haking Wong Building, The University of Hong Kong; Room 312, Haking Wong Building, The University of Hong Kong; and at CS' Area and the Association Board of the Association. Electronic newsletters were available on the website and Facebook page of the Association.

Aims:

- To promote upcoming events of the Association to the Members and public
- To provide reviews of the events of the Association to the Members and public

Details:

The followings were the newsletter issues of the CSA, ENS, HKUSU, Session 2016–2017.

- Issue SEP 2016
  - Cover Story
    - Introduction to NEX
  - Function Review
    - Joint Society Ball
    - Inauguration Ceremony
    - Mixer (Semester 2, 2015–2016)
    - Superpass Day (Semester 2, 2015–2016)
    - Orientation Program 2016—Orientation Camp

- Function Preview
  - CSA X ISA LOL Tournament
  - Annual Dinner
  - Hiking Trip
  - Welfare Week (Semester 1, 2016–2017)
  - Superpass Day (Semester 1, 2016–2017)

- Issue FEB 2017
  - Cover Story
    - Farewell Message
  - Function Review
    - CSA X ISA LOL Tournament
    - SITCON x HK 2016
    - Annual Dinner
    - Hiking Trip
    - Welfare Week (Semester 1, 2016–2017)
    - Superpass Day (Semester 1, 2016–2017)
    - Welfare Week (Semester 2, 2016–2017)
  - Agenda of Annual General Meeting of Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Evaluations:

- Deadlines should have been strictly followed in order to avoid delay in publication.
- Sponsorship could have been found for the newsletters in order to provide funding for distributing color-printed version.

8.3.12 Report on Other Product Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

CD-R, DVD+R and DVD+R Double Layer were available in CS' Area during the on-duty time.

Aim:

To provide welfare to the Members

Period:

March 2012–February 2017

Details:

Item	Price	Sold
CD-R	HK$1.5	0
DVD+R	HK$2	0
DVD+R Double Layer	HK$6	0

Evaluation:

The sales were not satisfactory.

8.3.13 Report on Souvenirs for Graduates

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Souvenirs were designed and given out to the Members on the day of FYP exhibition.

Aim:

To provide welfare to the Members

Date:

3rd May 2016 (Tuesday)

Details:

85 copies were made where 62 of them were distributed.

Evaluation:

It was recommended to design another type of product to be souvenirs.

8.3.14 Report on Stationery Sales

Person-in-charge:

CHAN Lap Kiu

Welfare Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

Association Paper (2012–2013) was produced in 2013. The remaining stock was available for sale.

Aim:

To provide welfare to the Members

Period:

March 2013–February 2017

Details:

Item	**Price**			**Sold**
	Member	**Non-member**	**Welfare Week**	
Association Paper (2012–2013)	HK$13	HK$15	HK$12	6

Evaluation:

The sales were satisfactory.

8.4 External Affair Report

8.4.1 Report on Joint Universities Computer Association (JUCA)

Person-in-charge:

CHEUNG Chi Ying

External Vice-chairperson and Acting Social Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

JUCA was established in 1995, to gather computer-related academic student organizations of the local universities. It served as a platform to encourage communication among students in the universities involved. Several functions were organized which allows participation of students studying computer-related subjects.

Aims:

- To facilitate interflow between the Members and students from computer related disciplines in other universities in Hong Kong
- To provide opportunities for the Members to participate in joint-university functions
- To raise the social respect and recognition of the Association

Details:

JUCA did not hold any functions this year. Re-establishment of JUCA is necessary to ensure the welfare of members of each society is enhanced.

Other societies joining JUCA are as follows:

- Hong Kong Joint Universities Computer Association
- The Computer Science Society, The Student Union of The Chinese University of Hong Kong
- The Computer Science and Engineering Students' Society, HKUSTSU
- Computer Science Society, City University of Hong Kong Students' Union
- Society of Computing Studies of The Hong Kong Polytechnic University
- Hong Kong Baptist University Computer Science Society

- Student Society of Computing of The Open University of Hong Kong

Evaluations:

- A WhatsApp group was set up for communication.
- Earlier and better communication with other academic societies was recommended in the session.
- JUCA shall be re-established when the way of keeping sustainable operation is found.

8.4.2 Report on relationship with other academic bodies

Person-in-charge:

CHEUNG Chi Ying

External Vice-chairperson and Acting Social Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Within the University:

- **Engineering Society, Hong Kong University Students' Union (Engineering Society, HKUSU)**
  - Engineering Society, HKUSU is the representative body for all students in the Faculty of Engineering, The University of Hong Kong.
  - The relationship between the Association and Engineering Society, HKUSU was good this year. Engineering Society, HKUSU provided assistance to the Association on orientation matters and collection on membership fees.

- **Biological Sciences Society, SS, HKUSU**
  - Biological Sciences Society, SS, HKUSU is a student organization serving the staff and students in the School of Biological Science, The University of Hong Kong.
  - The relationship between the Association and Biological Sciences Society, SS, HKUSU was good this year. Resources were borrowed from the Association and lent to Biological Sciences Society, SS, HKUSU. Joint Society Ball which organized with Biological Sciences Society, SS, HKUSU, MES, ENS, HKUSU and NS, MS, HKUSU was held successfully.

- **Civil Engineering Society, Engineering Society, HKUSU (CES, ENS, HKUSU)**
  - CES, ENS, HKUSU is a student organization serving the staff and students in the Department of Civil Engineering, The University of Hong Kong.
  - The relationship between the Association and CES, ENS, HKUSU was good this year. CES, ENS, HKUSU and the Association compromised on the orientation matters. Resources were borrowed from the Association and lent to CES, ENS, HKUSU.

- **Electrical and Electronic Engineering Association, Engineering Society, HKUSU (EEEA, ENS, HKUSU)**
  - EEEA, ENS, HKUSU is a student organization serving the staff and students in the Department of Electrical and Electronic Engineering, The University of Hong Kong.
  - The relationship between the Association and EEEA, ENS, HKUSU was good this year. EEEA, ENS, HKUSU and the Association compromised on the orientation matters. Resources were borrowed from the Association and lent to EEEA, ENS, HKUSU.

- **Industrial Engineering Association, Engineering Society, Hong Kong University Students' Union (IEA, ENS, HKUSU)**
  - IEA, ENS, HKUSU is a student organization serving the staff and students in the Department of Industrial and Manufacturing Systems Engineering, The University of Hong Kong.
  - The relationship between the Association and IEA, ENS, HKUSU was good this year. IEA, ENS, HKUSU and the Association compromised on the orientation matters.

- **Information Systems Association, Business and Economics Association, Hong Kong University Students' Union (ISA, BEA, HKUSU)**
  - ISA, BEA, HKUSU is a student organization serving students studying in the curricula of BBA(IS)/ BEng(CS).
  - The relationship between the Association and ISA, BEA, HKUSU was good this year. The communication among the two associations' executive committee members was good. LOL Tournament which organized with ISA, BEA, HKUSU was held successfully.

- **Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union (MES, ENS, HKUSU)**
  - MES, ENS, HKUSU is a student organization serving the staff and students in the Department of Mechanical Engineering, The University of Hong Kong.
  - The relationship between the Association and MES, ENS, HKUSU was good this year. MES, ENS, HKUSU and our Association compromised on the orientation matters. Resources were borrowed from the Association and lent to MES, ENS, HKUSU. Joint Society Ball which co-organized with MES, ENS, HKUSU, Biological Sciences Society, SS, HKUSU and NS, MS, HKUSU was held successfully.

- **Medical Engineering Society, Engineering Society, Hong Kong University Students' Union (MEDES, ENS, HKUSU)**
  - MEDES, ENS, HKUSU is a student organization serving students studying in the curricula of BEng(MedE).
  - There were no executive committee members from MEDES, ENS, HKUSU this session. Representative from the Medical Engineering department and our Association compromised on the orientation matters.

- **Nursing Society, Medical Society, Hong Kong University Students' Union (NS, MS, HKUSU)**
  - NS, MS, HKUSU is a student organization serving the staff and students in the School of Nursing, The University of Hong Kong.
  - The relationship between the Association and NS, MS, HKUSU was good this year. Resources were borrowed from the Association and lent to NS, MS, HKUSU. Joint Society Ball which co-organized with NS, MS, HKUSU, Biological Sciences Society, SS, HKUSU and MES, ENS, HKUSU was held successfully.

- **The HKU Journal of Technology (TecHKU)**
  - TecHKU delivered tech news headlines with a hyperlocal and university perspective at HKU. TecHKU was supported by the Faculty of Engineering, The University of Hong Kong.
  - The relationship between the Association and TecHKU was good this year. The Association assisted TecHKU on the publicity of Startup Weekend HKU. Good communication though Facebook was maintained and cooperation opportunities were considered.

Outside the University:

The following societies maintained a good relationship with the Association. The societies involved are as follows:

- Computer Science Society, City University of Hong Kong Students' Union
- Hong Kong Baptist University Computer Science Society
- Society of Computing Studies, The Hong Kong Polytechnic University Students' Union
- The Computer Science and Engineering Students' Society, HKUSTSU
- The Computer Science Society, The Student Union of The Chinese University of Hong Kong

- The Open University of Hong Kong The Student Society of Computing

Evaluations:

- Through communication among different societies, the understanding of their culture and nature helped in maintaining good relationships.
- Joint society functions are feasible for the later sessions.
- The public awareness and social respect of the Association were also raised.
- Maintaining a good relationship and enhancing the communication through various channels with different societies were recommended.

8.4.3 Report on participation in inauguration ceremonies of other societies

Person-in-charge:

CHEUNG Chi Ying

External Vice-chairperson and Acting Social Secretary

CSA, ENS, HKUSU,

Session 2016–2017

Introduction:

The Association received invitations to inauguration ceremonies organized by various societies inside and outside the University. Ex-Co attended the ceremonies as representatives.

Aims:

- To establish good relationships with other societies
- To seek for cooperation opportunities
- To gain recognitions and awareness from other organizations

Participated inauguration ceremony of the following societies:

- Within the University:
  - Information Systems Association, Business and Economics Association, HKUSU on 27th January 2016 (Wednesday)
  - Nursing Society, Medical Society, HKUSU on 24th February 2016 (Wednesday)
  - Mechanical Engineering Society, Engineering Society, Hong Kong University Students' Union on 24th March 2016 (Thursday)
  - Electrical and Electronic Engineering Association, Engineering Society, HKUSU on 29th March 2016 (Tuesday)
  - Civil Engineering Society, Engineering Society, HKUSU on 8th April 2016 (Friday)
  - Engineering Society, Hong Kong University Students' Union on 13th April 2016 (Wednesday)
- Outside the University:
  - The Society of Engineering Faculty, The Student Union of The Chinese University of Hong Kong on 22nd February 2016 (Monday)

- Hong Kong Baptist University, The Computer Science Society on 7th April 2016 (Thursday)

Evaluations:

- A positive image was built after attending the inauguration ceremony.
- Social awareness of the Association and the Curriculum was raised.
- Communication between the Association and other student organizations was enhanced. WhatsApp groups were created with different representatives from different societies.
- Year plan of different societies was shared and collaboration opportunities were discussed.

9 Annual Financial Report

Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

Annual Financial Report

For the Year Ended 1st February 2017

(Expressed in Hong Kong Dollars)

Income and Expenditure Account

		Note	Income ($)	Expenditure ($)
1. Activities and Functions				
Joint Society Ball		A1	37.70	
Inauguration Ceremony		A2	1521.90	
Mixer (Semester 2, 2015–2016)		A3		0.00
Superpass Day (Semester 2, 2015–2016)		A4		200.40
Orientation Program 2016—Registration Day		A5	180.00	
Orientation Program 2016—Orientation Camp		A6	3244.20	
Mixer (Semester 1, 2016–2017)		A7		0.00
CSA × ISA LoL Tournament		A8		120.80
Annual Dinner		A9	266.40	
CS Hiking Trip		A10		0.00
Welfare Week (Semester 1, 2016–2017)		A11		0.00
Superpass Day (Semester 1, 2016–2017)		A12		463.40
Welfare Week (Semester 2, 2016–2017)		A13		12.00
2. Administration				
Annual Budget				80.00
Annual Report				1000.00
Grant for Proposed Cabinet				500.00
Photocopy				135.40
Stationery				71.00
3. Membership Subscription				
Existing Member (4-Year Curriculum, Expires on 2016)	($25 × 25)		625.00	
Existing Member (4-Year Curriculum, Expires on 2016)	($25 × 10)		250.00	
Existing Member (4-Year Curriculum, Expires on 2017)	($50 × 33)		1650.00	
Existing Member (4-Year Curriculum, Expires on 2017)	($25 × 4)		100.00	
Existing Member (4-Year Curriculum, Expires on 2018)	($50 × 55)		2750.00	
New Member (4-Year Curriculum, Expires on 2019)	($25 × 55)		1375.00	
New Member (4-Year Curriculum, Expires on 2017)	($25 × 9)		225.00	
4. Sports				
5. Welfare				
Newsletter				54.00
Souvenir for Graduates				1079.30
Welfare Item Sales		C	279.80	
Welfare Pack				776.00

6. Others			
Bank Interest		0.56	
Bank Service Charge			240.00
Gain on Annual Budget Payable		50.00	
Gain on Annual Report Payable		257.00	
Loss on Grant for Proposed Cabinet Payable			118.00
Loss on Newsletter Payable			0.20
Registration Fee	($10 × 64 + $20 × 8)	800.00	
	Total	13612.56	4850.50
Surplus / (Deficit) of Session 2016–2017			8762.06

Balance Sheet as at 1st February 2017

	Note	$	$
Current Assets			
Bank		44609.34	
Cash		5229.20	
Stock		2969.40	
Total Current Assets			52807.94
Less: Current Liabilities			
Annual Budget Payable		80.00	
Annual Report Payable		1000.00	
Grant for Proposed Cabinet Payable		500.00	
Newsletter Payable		24.00	
Prepaid Membership Fee	B2	12050.00	
Total Current Liabilities			13654.00
Net Current Assets			39153.94
Balanced by:			
Accumulated Funds b/f from Session 2015–2016			
Current Assets			
Bank		31653.38	
Cash		6772.70	
Stock		3899.60	
Total Current Assets			42325.68
Less: Current Liabilities			
Annual Budget Payable		80.00	
Annual Report Payable		1000.00	
Grant for Proposed Cabinet Payable		500.00	
Newsletter Payable		28.80	
Prepaid Member Fee	B1	10325.00	
Total Current Liabilities			11933.80
Net Current Assets			30391.88
Add: Surplus / (Deficit) of Session 2015–2016			8762.06
Accumulated Fund c/f			39153.94

Prepared by,	Approved by,	Audited by,
IP Wing Sze	KWOK Cheuk Lum	Professor W. Wang
Financial Secretary, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017	Chairperson, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017	Honorary Auditor, Computer Science Association, Engineering Society, HKUSU, Session 2016–2017

香港大學 學生會工程學會 計算機科學學會
Association Chop

Notes to Annual Financial Report

A. Details of Activities and Functions

1. Joint Society Ball

	Note	Income($)	Expenditure($)
Total Weighted Income	D1	37.70	
	Total	37.70	0.00
	Surplus / (Deficit)		37.70

2. Inauguration Ceremony

		Income($)	Expenditure($)
Sponsorship from CEDARS		800.00	
Sponsorship from Shop		700.00	
Sponsorship from Teaching Staff		2600.00	
Banner (3' × 8')			67.00
Booklet			812.00
Bottled Drink			282.20
Food Tray	($5.5 × 10)		55.00
Foodstuff			386.20
Invitation Card			68.00
Name Tag			27.00
Paper Plate (50 Units)	($18 × 3)		54.00
Plastic Cup (50 Units)	($18 × 6)		108.00
Plastic Fork (200 Units)			20.00
Poster (A3 Size, Color)	($7 × 2)		14.00
Seating Ticket			9.00
Signature Book			72.80
Souvenir for Guests			501.90
Thank You Card			101.00
	Total	4100.00	2578.10
	Surplus / (Deficit)		1521.90

Notes to Annual Financial Report

3. Mixer (Semester 2, 2015–2016)

		Income($)	Expenditure($)
Funding from the Department		3845.40	
Bottled Drink			236.40
Food Tray	($5.5 × 2)		11.00
Foodstuff			3426.00
Paper Plate (50 Units)	($18 × 3)		54.00
Plastic Cup (50 Units)	($18 × 4)		72.00
Plastic Fork (200 Units)			20.00
Poster (A3 Size, Color)	($2 × 7)		14.00
Wet Tissue (150 Units)			12.00
	Total	3845.40	3845.40
	Surplus / (Deficit)		0.00

4. Superpass Day (Semester 2, 2015–2016)

		Income($)	Expenditure($)
Application Fee	($60 × 28)	1680.00	
Catering Fee			1470.00
Poster (A3 Size, Color)	($2 × 6)		12.00
Red Paper			15.00
Roasted Piglet			338.00
Superpass Red Packet	($1.3 × 27 + $10.3)		45.40
	Total	1680.00	1880.40
	Surplus / (Deficit)		(200.40)

5. Orientation Program 2016—Registration Day

		Income($)	Expenditure($)
Sponsorship from CEDARS		1000.00	
Decoration			146.00
Leaflet (A5 Size, Color)			350.00
Poster (A3 Size, Color)	($2 × 2)		4.00
Souvenir for the Freshmen			320.00
	Total	1000.00	820.00
	Surplus / (Deficit)		180.00

Notes to Annual Financial Report

6. Orientation Program 2016—Orientation Camp

			Income($)	Expenditure($)
Application Fee for Ex-Co	($280 × 10)		2800.00	
Application Fee for Helpers	($280 × 11)		3080.00	
Application Fee for Past Ex-Co	($28.5 × 3)		85.50	
Application Fee for Pre-Camp	($105 × 15)		1575.00	
Application Fee for the Freshmen	($500 × 33)		16500.00	
Deposit of Application			125.00	
Banner (3' × 8')				48.00
Campfire				1560.00
Campsite Application Form	($0.1 × 870)			87.00
Campsite Fee for Orientation Camp	($28.5 × 109)			3106.50
Campsite Fee for Pre-Camp	($28.5 × 16)			456.00
Catering Fee for Orientation Camp	($123 × 48)			5904.00
Catering Fee for Pre-Camp	($76.5 × 16)			1224.00
Coach				1700.00
Game Expenses				1164.40
Orientation Camp T-Shirt	($21.2 × 180)			3816.00
Poster (A1 Size, Color)	($50 × 2)			100.00
Prize				714.40
Taxi				101.00
Van				940.00
		Total	24165.50	20921.30
		Surplus / (Deficit)		3244.20

7. Mixer (Semester 1, 2016–2017)

			Income($)	Expenditure($)
Funding from the Department			3712.10	
Bottled Drink				246.70
Facial Tissue (50 Units)				17.00
Foodstuff				3308.40
Paper Plate (50 Units)				18.00
Plastic Cup (50 Units)	($18 × 5)			90.00
Plastic Fork (200 Units)				20.00
Poster (A3 Size, Color)	($2 × 6)			12.00
		Total	3712.10	3712.10
		Surplus / (Deficit)		0.00

Notes to Annual Financial Report

8. CSA × ISA LoL Tournament

	Note	Income($)	Expenditure($)
Total Average Expenditure	E1		120.80
	Total	0.00	120.80
	Surplus / (Deficit)		(120.80)

9. Annual Dinner

		Income($)	Expenditure($)
Application Fee for Assoicate Members	($300 × 15)	4500.00	
Application Fee for Ex-Co	($250 × 10)	2500.00	
Application Fee for Helpers	($250 × 5)	1250.00	
Application Fee for the Members	($250 × 14)	3500.00	
Sponsorship from Shop		300.00	
Booklet			89.50
Catering Fee			9000.00
Invitation Card			98.00
Lucky Draw			550.00
Name Tag			5.00
Poster (A3 Size, Color)	($2 × 15)		30.00
Rental Charge			1500.00
Road Guide			15.00
Seating Plan			1.00
Signature Board			15.00
Souvenir for Guests			12.00
Souvenir for Participants			468.10
	Total	12050.00	11783.60
	Surplus / (Deficit)		266.40

10. CS Hiking Trip

	Income($)	Expenditure($)
Total	0.00	0.00
Surplus / (Deficit)		0.00

Notes to Annual Financial Report

11. Welfare Week (Semester 1, 2016–2017)

		Income($)	Expenditure($)
	Total	0.00	0.00
	Surplus / (Deficit)		0.00

12. Superpass Day (Semester 1, 2016–2017)

		Income($)	Expenditure($)
Application Fee	($60 × 28)	1680.00	
Catering Fee			1600.00
Roasted Piglet			498.00
Superpass Red Packet	($1.3 × 27 + $10.3)		45.40
	Total	1680.00	2143.40
	Surplus / (Deficit)		(463.40)

13. Welfare Week (Semester 2, 2016–2017)

		Income($)	Expenditure($)
Poster (A3 Size, Color)	($2 × 6)		12.00
	Total	0.00	12.00
	Surplus / (Deficit)		(12.00)

Notes to Annual Financial Report

B. Details of Prepaid Membership Fee

1. Prepaid Membership Fees b/f from Session 2015–2016

Expiry Year	Number of Members	Prepaid Amount ($)	Sub-Total ($)
2016	25	25.00	625.00
2016	10	25.00	250.00
2017	33	75.00	2475.00
2017	4	25.00	100.00
2018	55	125.00	6875.00
		Total	10325.00

2. Prepaid Membership Fees c/f

Expiry Year	Number of Members	Prepaid Amount ($)	Sub-Total ($)
2017	33	25.00	825.00
2017	9	25.00	225.00
2018	55	75.00	4125.00
2019	55	125.00	6875.00
		Total	12050.00

Notes to Annual Financial Report

C. Welfare Item Sales

1. Purchases and Stock

		Purchases		Opening Stock		Closing Stock	
	Unit Price ($)	Quantity	Amount ($)	Quantity	Amount ($)	Quantity	Amount ($)
Association Coffee Mug	52.00			14	728.00	14	728.00
Association Hoodie (2016–2017)	115.00	30	3450.00			1	115.00
Association Jacket (2015–2016)	134.50			11	1479.50	5	672.50
Association Paper (2012–2013)	11.70			60	702.00	54	631.80
Association T-Shirt (2015–2016)	21.00			23	483.00	15	315.00
Association T-Shirt (2013–2014)	48.00			2	96.00	2	96.00
CD-R	1.10			27	29.70	27	29.70
Departmental Mobile Chain	7.00			18	126.00	18	126.00
Departmental Windbreaker	105.00			1	105.00	1	105.00
DVD+R	1.40			76	106.40	76	106.40
DVD+R Double-Layer	5.50			8	44.00	8	44.00
Total			3450.00		3899.60		2969.40

2. Sales

	Remarks	Unit Price ($)	Quantity	Amount ($)
Association Coffee Mug	(Member Price)	55.00	0	0.00
Association Coffee Mug	(Non-Member Price)	65.00	0	0.00
Association Coffee Mug	(Welfare Week Price)	50.00	0	0.00
Association Hoodie (2016–2017)	(Member Price)	130.00	0	0.00
Association Hoodie (2016–2017)	(Non-Member Price)	140.00	0	0.00
Association Hoodie (2016–2017)	(Welfare Week Price)	120.00	29	3480.00
Association Jacket (2015–2016)	(Member Price)	150.00	1	150.00
Association Jacket (2015–2016)	(Non-Member Price)	160.00	0	0.00
Association Jacket (2015–2016)	(Welfare Week Price)	140.00	5	700.00
Association Paper (2012–2013)	(Member Price)	12.00	0	0.00
Association Paper (2012–2013)	(Non-Member Price)	15.00	0	0.00
Association Paper (2012–2013)	(Welfare Week Price)	10.00	6	60.00
Association T-Shirt (2015–2016)	(Member Price)	40.00	3	120.00
Association T-Shirt (2015–2016)	(Non-Member Price)	50.00	0	0.00
Association T-Shirt (2015–2016)	(Welfare Week Price)	30.00	5	150.00
Association T-Shirt (2013–2014)	(Member Price)	50.00	0	0.00
Association T-Shirt (2013–2014)	(Non-Member Price)	55.00	0	0.00
Association T-Shirt (2013–2014)	(Welfare Week Price)	45.00	0	0.00
CD-R		1.50	0	0.00
Departmental Mobile Chain		7.00	0	0.00
Departmental Windbreaker		100.00	0	0.00
DVD+R		2.00	0	0.00
DVD+R Double-Layer		6.00	0	0.00
			Total	4660.00

Notes to Annual Financial Report

3. Surplus or Deficit

	$	$	$
Sales			4660.00
Less: Cost of Goods Sold			
Opening Stock	3899.60		
Add: Purchases	3450.00		
		7349.60	
Less: Closing Stock		2969.40	
			4380.20
Surplus in Welfare Item Sales			279.80

Notes to Annual Financial Report

D. Details of Total Weighted Income of Joint Society Ball

1. Joint Society Ball Financial Report

		Income($)	Expenditure($)
Application Fee for Ex-Co	($25 × 33)	825.00	
Application Fee for Non-Members	($150 × 6)	900.00	
Application Fee for the Members	($135 × 22)	2970.00	
Banner (2m × 3m)			180.00
Bottled Drink			129.20
Catering Fee			2675.00
Decoration			389.70
Performance			1000.00
Poster (A3 Size, Color)			100.00
Prize			150.00
	Total	4695.00	4623.90
	Surplus / (Deficit)		71.10

Prepared by,
IP Wing Sze

Organizing Committee Member
Joint Society Ball

Notes to Annual Financial Report

E. Details of Total Average Expenditure of CSA × ISA LoL Tournament

1. CSA × ISA LoL Tournament Financial Report

		Income($)	Expenditure($)
Application Fee	($20 × 55)	1100.00	
Sponsorship from CEDARS		500.00	
Sponsorship from Garena		1200.00	
Banner (3' × 8')			81.00
Poster			150.00
Prize			1930.50
Rental Charge			880.00
	Total	2800.00	3041.50
	Surplus / (Deficit)		(241.50)

Prepared by,
IP Wing Sze

Organizing Committee Member
CSA × ISA LoL Tournament

NEX
Annual Report of
Computer Science Association,
Engineering Society, HKUSU,
Session 2016–2017