

# The University of Hong Kong Senior Common Room By-Laws

## Opening Hours

1. The premises of the SCR shall normally be open:

### Ming Pavilion

Monday to Tuesday	11:30 am to 3:00 pm
Wednesday to Friday	11:30 am to 3:00 pm; 6:00pm to 10:00pm
Weekends and Public Holiday	11:00 am to 3:00 pm; 6:00pm to 10:00pm

### Café 1951

Monday to Friday	11:30 am to 9:00 pm
Weekends and Public Holiday	Closed

And at such other times as the Executive Committee shall deem fit. The Executive Committee shall have the right to close the premises of the SCR at any time and to alter the normal hours of opening and closing.

## Guests

2. A member may invite up to six guests at any one time.

**Note :** As from May 1<sup>st</sup> 1994 the By-Laws which presently allows undergraduate members of the University to be invited into the Tea/Reading Room after 2 pm will be amended to exclude undergraduates from the SCR completely, unless they are eligible to enter under another capacity, for example as a spouse/partner.

**Post-graduates without membership should continue to be admitted as guests.**

3. Children are allowed into the SCR. No person under the age of 18 years is permitted to sit at the Bar (15/Floor, K K Leung Bldg.) at any time and under no circumstances shall children consume alcoholic beverages. Children admitted to the SCR must be accompanied by an adult who is a member of the SCR. Members to be responsible for the good behavior and the conduct of children. Members must supervise children at all the time and under no circumstances shall children be left alone without supervision on the SCR premises. *(NEW VERSION as at November 22, 2018)*
4. Animals may not be brought into the SCR.

### **Applications for Membership**

5. Every candidate for any category of membership in the SCR shall make application in writing on such form or forms as the Executive Committee shall from time to time specify. Membership of the candidate shall be effective as noted below for each different category.
6. Application for Ordinary Membership shall be effective as soon as any one member of the Executive Committee has satisfied himself that the applicant is qualified for membership under this category and has indicated to that in writing on the application form.
7. Members who paid, the application shall be effective as soon as any one member of the Executive Committee has satisfied himself that the applicant is qualified for membership under this category and has indicated to that in writing on the application form. The maximum number of Associate Members on TOSII shall be 200. The maximum number of Associate Members on TOS'0' shall be 200. This number shall be reviewed by the Executive Committee as and when necessary.

In the event of a candidate for Associate Membership being rejected, notice in writing shall be sent by the Executive Committee to the candidate and their proposer as soon as possible. The Executive Committee shall have the right to refuse any application for Associate Membership without assigning any reasons therefore.

Following approval by the Executive Committee, Associate Membership shall be effective forthwith upon payment of the fees in effect at that time.

8. Associate member, normally former Ordinary Members of the SCR must have left the employ of The University of Hong Kong to be eligible for Honorary Membership. Following approval by the Executive Committee, Honorary Membership may become effective immediately the individual concerned is informed of such approval.
9. Applications for Affiliate Membership shall be effective immediately upon the signing of the application form by the proposer, who must be an existing Ordinary Member.
10. The membership of an applicant for Joint Membership shall be effective as soon as the Executive Committee has satisfied itself that the applicant is qualified for Ordinary member under this category and has indicated that it is so satisfied in writing on the application form.

### **Subscriptions**

12. Subscriptions for all kinds of membership of the SCR will normally be on a yearly basis. Any other provision for less than a twelve month period shall be left to the discretion of the Executive Committee.
13. The scale of fees payable by members shall be as follows:-

<u>Types of Membership</u>	<u>Monthly Subscription Fee</u>
(a) Ordinary Members	\$132
(b) Joint Members	\$200
(c) Associate Members	\$132
(g) Senior Retired Member	\$40

The scale of fees is set by the Executive Committee and reviewed from time to time as necessary.

Annual subscriptions are payable in January 1<sup>st</sup>.

The Executive Committee may at any time refuse membership or withdraw the privileges and rights of membership from any member in accordance with the Constitution and By-laws.

#### **Hiring of SCR Premises**

14. Any member of the SCR may be permitted to book the use of any part of the SCR and/or the services of the staff by applying to the Club/Event Manager. Please refer to the code of conduct for more details.

Any function to which students are invited must be attended by members as well in the ratio of at least one member to ten students.

When any function is held at the SCR which involves the sale of alcoholic beverages, charges are made according to the number of bottles opened. In the event any bottle is opened but not finished, the SCR does not take the responsibility for the sale of the remaining contents.

#### **Standard of Conduct**

15. Anyone using the Club shall, at all times, conduct themselves in a manner that is courteous and respectful of the rights of others, including Club Staff. While on Club premises, no one may act in an unsafe, rude, offensive, threatening, or intimidating manner. If such behavior occurs, the Club Manager or representative has the right, at their own discretion, to ask the individual to leave the Club premises. Members can refer to the code of conduct for details.

SCR By-Laws wef November 30<sup>th</sup> 2023