

CONSTITUTION GUIDELINES FOR CLUBS AND SOCIETIES

1. The Name of the Club or Society

- This section requires the club/society to state the name by which the club/society shall hereby be referred to as.

2. The Preamble

- A general description of the club/society should be stated here. If the club/society is new please state the founding members. An outline of the proposed activities for the year should also be included.

3. The Aims and Objectives of the Club/Society

- This section requires the club/society to state their Aim, which is the intended purpose of the Society, and Objectives, which is how you intend to achieve your Aim. Descriptions are required to be in "point-form"

4. Membership

- State the criteria for membership of a club/society.
- Also state the registration process involved for new members.
- Take note that all clubs and societies have the right to decide on their membership fee: **The maximum fee is RM 10.**

5. Source of funds

- This section requires the statement of the plans and means to be implemented by the club/society for the purpose of raising funds.
- It is to be understood that **all monies** shall be held in the Students Association account jointly overlooked by the Finance Office of UNMC and Student Association Office.
- All monies held so will be used solely to support the Clubs' & Societies' activities.

6. The Executive Committee

- The executive committee (or acting) for the club/society be it new or existing, also needs to be stated here. A brief description of the responsibilities held by each committee member will also be required.

7. Election

- This final section requires a brief explanation of the club's election procedures and policies. All Executive positions must be elected. **Note: The elections must be held during the AGM (Annual General Meeting) & SGM (Special General Meeting) only or when under extraordinary circumstances, subject to approval by the SA Executive. (EGM – Emergency General Meeting)**