

## REGULATIONS FOR CLUB OR SOCIETY (ESTABLISHMENT / REGISTERED)

The regulations are laid out to facilitate the establishment of the club or society through a more systematic procedure and to ensure that the club or society will be able to operate smoothly once the application has been approved.

### Definitions:

In these regulations the following definitions shall apply:

Unit	Indicates a club or a society.
Exco	Indicates the executive committee, which comprises of the personnel with positions of authority in the club/society.
Membership fees	The fee payable by personnel on being accepted by the unit to become a member of the club i.e. <b>RM5 annually for all CS</b>
Member	Indicates the personnel that are in no position of having authority in the club/society, but had a paid a sum of membership fees to be part of the club/society.
Register unit	A unit that has been approved by the Student Association to be functional unit and to be bound by all rules and regulations set up by the Student Association.
RM	Stands for <b>RINGGIT MALAYSIA</b> . The lawful currency of <b>MALAYSIA</b>
Constitution	It is the foundation of the established club/society, written in black and white. The constitution includes the area of responsibilities of the exco, rules and regulation of the club/society, and the minimum number of meetings to be held, the objective(s) and the name of the club/society.
University or UNMC	Would mean The University of Nottingham Malaysia Campus
CS	Stand for <b>Club / Society</b>

## Section 1: General Regulations for Establish a Club / Society

- 1.1 Fill in the *Application to Establish a Club / Society (AECS)* form with all the necessary details.
  - 1.1.1 A copy of the constitution must be prepared and submitted along with the Application to Establish a Club / Society (AECS) form. Please refer to the *constitution guidelines for clubs and societies*.
  - 1.1.2 A plan of annual activities together with the proposed budget must be submitted together with the AECS form.
- 1.2 The established unit must have a proper name. The chosen name must not consist of any vulgarity, or jeopardise and tarnish the reputation of the University in any manner whatsoever.
- 1.3 A minimum number of 7 members are required (including the founder of the proposed unit), to establish the proposed unit.
- 1.4 Founder should be a member of the Pro-team and the Executive Committee.
- 1.5 The members on the AECS form are to decide among themselves who will hold the various exco positions in the unit. At the minimum, the exco of an established unit must include a Chairperson, Secretary and the Treasurer.
- 1.6 All new Club / Society will be interviewed by SA Executive Panel of 3.
  - Non-Sports by Societies Officer & Sports based by Sports Officer
  - President or Vice President
  - Any other executive
- 1.7 Student Support List, Start-up Fund and Probation Period for all newly established CS.
  - 1.7.1 **Student Supports**  
*The application for the CS must include a list of support for the establishment at least 35 student's with their student ID's and signatures.*
  - 1.7.2 **Start-up Fund**  
*All applications must establish a minimum fund of RM50 submitted by the founder and that will go directly to the relevant CS account.*
  - 1.7.3 **Probation Period**  
*All newly formed CS are under probation for 3 months where the pro-team committee call for an AGM and then they have to organize a major event and a minor event. They have to forward their minutes for the final evaluation of their performance. If the CS is approved for confirmation, the SA will contribute RM50 to the CS accounts, if not the RM50 start-up fund will be refunded to the founder.*

## Section 2: General Regulations for Registered Clubs / Societies (CS)

- 2.1 All members of registered CS including the exco must be registered students of UNMC.
- 2.2 The maximum term of service of the selected exco is 1 year. The exco shall be changed annually by election only. This must be clearly stated in the unit's constitution.
- 2.3 The unit's exco shall have the overall management; control and operation of all the affairs of the unit but the Students Association exco shall have the absolute right to decide on the final decision of any proposed activity or event.
- 2.4 Professional personnel from an external body e.g. St. John Ambulance, external Karate instructor, Councils from Lion Club etc. may be appointed as the supervisor of the established unit. Prior approval must be obtained from the Student Association Executive.
- 2.5 Advisory post of all CS
  - 2.5.1 ***CS Advisors cannot be a Student, should only be a staff member of UNMC. And Advisor is not compulsory for CS. If any CS does have an adviser, please inform the SA Executive for record.***
  - 2.5.2 ***Advisor of the CS can't chair any meetings of CS and change or influence any decisions of the CS. They also cannot make any decisions. They can only advise and guide the CS executives.***
- 2.6 The active Chairperson of an existing unit is not eligible to be founder of the new unit.
- 2.7 A student cannot hold the same position for two or more units at the same time.
- 2.8 An Executive of the Student Association is not allowed to be the chairperson of any units.
- 2.9 The registered unit must hold an **Annual General Meeting (AGM)** at least 1 month before the term of service of current exco is terminated.
  - 2.9.1 ***All the CS should hold their AGM by the end of April each year where they have to elect the main executive board such as President, Secretary and Treasurer etc. for the next academic year.***
  - 2.9.2 ***Calling for nominations and Invitation for the AGM of CS should send to all its members at least 7 working days. And closing of nominations should not be less than 48 hours.***
  - 2.9.3 ***A copy of the AGM invitation to be sent to the SA Societies / Sports Officer.***
  - 2.9.4 ***CS accounts for the year should be available free for its members during the AGM.***
- 2.10 A full report on meeting minutes must be sent to the Student Associations within 2 weeks after the registered unit had held the Annual General Meeting (AGM).

- 2.11 In the event of any breach of the rules of the unit by any member, the unit exco shall be entitled to take any necessary disciplinary action, as the unit exco deems fit.
- 2.12 All registered unit must have at least 2/3 of its members' approval in order to amend the constitution.
- 2.13 **Vote of no confidence** can be brought by CS with **2/3 majority within CS execs**. Minutes of the meeting should forward to SA. Members of the CS can sign a no confidence motion with 2/3 signatures and their names submitted to the SA Society Officer / Sports Officer.
- 2.13.1 *To elect the new executive the CS should call for an EGM. (Emergency General Meeting) And minutes of the EGM must forwarded to SA.*
- 2.14 **In a case of EGM, CS liable to invite all its members 1 week prior to the event.**
- 2.14.1 *If the SA receives any written complain regarding AGM / EGM SA will take firm actions to examine regarding the incident. If it proved to be true Societies Officer / Sports Officer has a right to dissolve the CS and call for fresh AGM under the SA supervision.*

### Section 3: Functions Regulations

- 3.1 The established unit must hold at least nine meetings per year (i.e. four meetings per semester and an Annual General Meeting).
- 3.2 The established unit must provide the Student Association with an annual report of its activities along with a monthly cash book statement according to the format that will be provided by the SA Exec.
- 3.2.1 *All the CS should forward their monthly accounts to Treasurer by the 7<sup>th</sup> of each month.*
- 3.3 To be recognised as an active CS, the unit must organise at least one major event yearly, which is open to all students of UNMC; and at least one minor event per semester for their members.
- 3.3.1 *Any CS does not show evidence of activity by the end of the Autumn semester of a new academic year will be asked by the SA Executive to explain their position. If the explanation is not satisfactory, the SA Exec has the right to suspend the CS until further notice.*
- 3.3 All the CS should submit their **event proposals 2 weeks prior** to the event with approvals from Sports Complex Management if the event is to be held in Sports Complex. And If the CS requesting any **grants from the SA**, the CS should submit their proposal **3 weeks prior** to the event with the clear justifications.
- 3.3.1 *All decisions made by the SA Executive based on the EAP submitted by the CS is final. However, the CS has the right to appeal with justification to the SA Executive; failing which the issue can be brought forward to the SA Manager.*

- 3.3.2 ***Last-minute proposed activities or events will NOT be entertained by the SA Executive.***
- 3.4 After each event accounts/reports to be sent in 10 working days to the Societies Officer / Sports Officer, SA Treasurer & SA Manager. Failing to adhere to it, SA will not entertain any future event proposals from that CS.
- 3.5 If the CS engaging any risk involving events, CS must sign a **Risk Assessment Form** and **Disclaimer Form** signed by all the participants. It depends on the events.
- 3.6 To do any bookings it should be at least **3 working days prior**. (For SA Meeting Rooms & Equipments etc.)
- 3.6.1 ***If the CS uses any SA equipments, the CS should sign an agreement with SA for the full responsibility till the equipments is returned.***
- 3.6.2 ***After an event all the SA equipments should returned within 12 hours. Failing which, the SA will fine RM 50 per day and deducted from the CS account.***
- 3.7 **Regulations on Great Hall booking:**
- 3.7.1 ***Booking for Great Hall must make 3 weeks prior to the event.***
- 3.7.2 ***Use of Great Hall for rehearsal purposes maximum times allowed is 2 times and it will be only 2 days prior to the event.***
- 3.7.3 ***IS staff for the usage of control room (Lightings & Sounds) will be available only 1 day before the event and during the event.***
- 3.8 **Regulations on Posters:**
- 3.8.1 ***All the posters must include the SA logo and it cannot be smaller than the CS logo which will be on the poster.***
- 3.8.2 ***CS Posters without the SA stamp not allowed to display in any case.***
- SA Executives and Members of the SA Communications Staff are entitled to take off any such posters.*
- 3.8.3 ***Posters should be displayed only in allocated areas. (See Appendix A)***
- 3.8.4 ***Posters should not overlap or hang below the frame of the Notice board.***
- 3.8.5 ***No staplers or any other kinds allowed pasting posters on notice boards. CS must use map-pins only.***
- 3.8.6 ***Posters should remove within 24 hours (1 working day) after the event. Failing which fine will be RM 10 per day.***

- 3.9 There will be a CS meeting called with the SA Executive from time-to time throughout the academic year and it is the CS responsibility to make sure that they are represented at these meetings.
- 3.10 Only the events that held **3 weeks prior to the Annual Dinner** will be entitled for the **SA awards** given to CS.

#### **Section 4: Funds Handling Regulations**

- 4.1 Under the provision 1.5, the unit must have a Treasurer that *maintains records* of any funds, which are paid by the unit's members or any form of subsidy from the SA.
- 4.2 No CS is allowed to keep any cash unless it's for an ongoing activity. All excess cash must be returned to the SA Manager or the SA Treasurer. Any CS caught with excess money without permission from the SA Executive will be *heavily penalised*.
- 4.3 CS has the right to decide on their membership fee: The **maximum** fee is **RM 10**.
- 4.4 A member is not under any financial liability by reason of the membership except for:
- 4.4.1 *The membership fee*
- 4.4.2 *Any other payment as may be decided by the unit from time to time in order to allow the members to participate in high cost activities and subject to approval from the SA Executive.*
- 4.5 CS has the right to charge different fees for a member and a non-member for events that involve the entire university community. However, this should first be brought forward to the attention of the SA Exec for approval.
- 4.6 The Treasurer is expected to follow all funds regulations as stipulated by the current SA Executive, from reports to claims – this will be updated by the current elected SA Executive from time to time.
- 4.7 Under provision 3.3, the Treasurer must prepare the budget as found in the EAP form according to the time-frame provided in provision 3.3.
- 4.8 Under provision 3.2 & 3.4, The Treasurer is responsible to submit a month end cash book statement and also a cash book event statement after the event is over. Please follow the format as provided by the SA Executive.
- 4.8.1 *CS that do not submit their monthly cash book statements will no longer be entertained for future proposed activities until their previous statements are completed and handed over to the SA Executive.***