

**KDU PENANG UNIVERSITY COLLEGE**

**CLUBS AND SOCIETIES**

**MANUAL**



# CLUBS AND SOCIETIES MANUAL

## CLUBS AND SOCIETIES MANUAL

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## CLUBS AND SOCIETIES MANUAL

### Welcome

On behalf of KDU Penang University College, we would like to welcome you and thank you for your involvement with clubs and societies. Clubs and societies contribute greatly to university life and provide a challenging and rewarding experience for all students involved.

This manual has been designed to assist club and society executives in the daily running of their clubs. It is essential that all club executives - president, vice-president, secretary and treasurer - thoroughly read and understand this manual.

This manual contains all the information you will need relating to policies, procedures, funding guidelines, templates and other useful tips. KDU Penang University College is proud to support a diverse range of clubs and societies, for example, sporting, social, academic and cultural clubs. Whether you are part of pre-existing clubs and societies, or you are starting a new one, the Student Service Department (SSD) is here to assist you in all aspects of your club's organisation.

Should you require any assistance, please do not hesitate to contact us, the door is always open!

We look forward to a successful and enjoyable year.

## CLUBS AND SOCIETIES MANUAL

### 1. Guidelines for the Formation of New Clubs/ Societies

All clubs and societies of KDU Penang University College must be registered with and approved by the Student Service Department (SSD).

In order for a new club or society to be approved, it must comply with the KDU Clubs and Societies Constitution:

- a. No club or society with the same or similar goals and objectives shall be formed on the same campus/region
- b. Clubs and societies shall be set up to have a lifespan of more than one year, and their activities shall reflect this
- c. Club activities shall be aimed at catering to a wide range of students and shall be accessible to all currently enrolled students
- d. Equality of opportunity shall be promoted by the clubs / societies
- e. Clubs / societies shall avoid exposing KDU Penang University College to liability
- f. Clubs / societies shall avoid exposing students to risk; should higher risk activities be involved, appropriate risk management strategies must be in place
- g. Clubs / societies shall abide by the Clubs and Societies Policies and Procedures which can be found in the Clubs and Societies Manual.

#### 1.1 *Minimum Requirements for Starting a Club*

The following documents / information must be submitted to SSD to in order to start a club / society:

- a. the names of at least 15 members, all of whom must be current KDU Penang students
- b. the names of the Pro-Tem Committee members (all of whom must be current KDU Penang students) and their designations
- c. the contact details of the Pro-Tem Committee

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- d. the Club Constitution
- e. a list of the proposed annual events / activities
- f. the proposed annual budget

### ***1.2 Annual Minimum Requirement for Returning Clubs***

All existing Clubs and Societies must fulfill the standard annual requirements for Clubs and Societies and communicate this to SSD before the end of January. Clubs and Societies which do not fulfill these basic requirements face being put on hold or disaffiliated.

The standard annual requirements are as follows:

- a. a minimum of 7 committee members must be elected
- b. all committee members must be current KDU Penang students
- c. a minimum of 2 events/ activities per year must be organized
- d. all documents (meeting minutes, events/ activities application approval and events/ activities progress reports) and club / society accounts must be submitted to SSD for audit before the end of February and August every year.

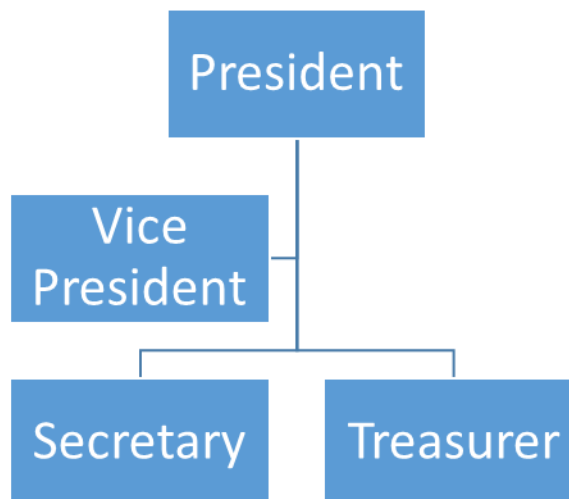
### ***1.3 Registration of Club/Society***

- a. All clubs/societies must be registered under the Student Representative Council (SRC) and approved by SSD and management.
- b. Students may form any type of club/society except those which are politically based or the same/similar to an existing club / society.
- c. In order to maintain the harmonious environment of the University College, clubs/ societies shall adhere to the KDU Penang University College Clubs and Societies Manual.

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### 1.3.1 Step One: Formation of Pro-Tem Committee

- a. A group of at least fifteen (15) current KDU Penang students with similar interests may get together to start a new club.
- b. Each student shall fill out the Club/Society Membership Sign-up Sheet (SSD-C&S-02).
- c. A pro-tem committee shall be formed. The pro-tem committee is responsible for defining the roles and responsibilities of each committee member in consultation with the club/society advisors before the Annual General Meeting (AGM) is held.
- d. The basic pro-tem committee structure is shown below:



*Chart 1: Pro-Tem Committee Structure*

### 1.3.2 Step Two: Appointment of Advisors

- a. At least one (1) KDU Penang staff shall be nominated as an Advisor to help the club/society meet its stated goals.
- b. For clubs/societies with a specific training purpose, it is preferable to have an Advisor with relevant experience.



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- c. The Advisor shall review the club's constitution to clearly understand the club's purpose so that he/she may determine how best to assist the club/society.
- d. SSD shall meet with the Advisor to discuss his/her specific roles and responsibilities.
- e. In the absence of an advisor, SSD will stand in as the Acting Advisor.

### 1.3.3 Step Three: Preparation of Registration Documents

- a. Complete the New Club/Society Registration Form (SSD-C&S-01). The form can be obtained from the SRC room or SSD or downloaded from the KDU Penang University College website.
- b. The Pro-Tem committee shall prepare and submit a proposal which has been signed by the Pro-Tem President and approved by the Advisor. The proposal shall contain the following information about the club/society:
  - i. Official name
  - ii. Address (this includes the club/society's email address, webpage and social media pages)
  - iii. Logo
  - iv. Objective
  - v. Pro-Tem committee details (names, student numbers, programmes enrolled in, email addresses, signatures)
  - vi. Principal Advisor and co-advisor details (Name & School)
  - vii. Role of advisor(s)
  - viii. Duties of Office Bearers
  - ix. Election process/ appointment and succession planning
  - x. Resignation and dismissals
  - xi. Annual general meeting (AGM) and general meeting
  - xii. Day & time of meeting

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- xiii. Proposed events/ activities for the year
  - xiv. Membership & subscription fees (*if any*)  
(*These fees are non-changeable unless voted on in a general meeting and approved by 2/3 majority*)
  - xv. Other relevant information
- c. The following documents shall be attached with the proposal:
- i. New Club or Society Registration Form (SSD-C&S-01)
  - ii. Club or Society Membership Sign-up Sheet (SSD-C&S-02) (*at least 15 members*)
  - iii. Photocopies of the Advisor's / coach's qualifications (*if any*)
  - iv. Constitution (SSD-C&S-03)
  - v. Pro-Tem Committee Members List (SSD-C&S-04)
  - vi. Proposed Events/ Activities for the year (SSD-C&S-06)
  - vii. Proposed Budget for the year (SSD-C&S-07)

### 1.3.4 Step Four: Submission for Registration

All clubs/societies must obtain SRC endorsement and SSD approval in order to be officially registered.

### 1.3.5 Step Five: Notification of Approval

- a. The club/society shall be notified in writing of the status (approve or reject) of their application
- b. If the application is approved, the club/society may then collect the advertised club membership fee from their members (at least 15 members). The fees shall be collected by the executive committee of the club/society.
- c. If the total membership fees collected is more than RM100, the excess shall be kept in SSD.

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### 2. Roles and Responsibilities

#### 2.1 *Advisor*

The roles and responsibilities of the club / society advisor are as follows:

- a. advising the club/society and acting as its liaison person in dealing with the University College authorities (e.g. for subsidies, letters of consent, etc.)
- b. providing advice and counselling on proper procedures
- c. keeping track of the club/society accounts before submitting to SRC and SSD
- d. keeping informed about the programmes of the club/society
- e. checking and approving any events/activities proposed by the club/society before submitting relevant documentation to SRC and SSD
- f. ensuring that the events/activities organized are relevant to the club/society
- g. attending the Annual General Meeting (AGM) of the club/society
- h. attending the scheduled meetings and events of the club / society
- i. checking and approving the minutes of meetings
- j. ensuring that the club/society has a Constitution
- k. helping the club/ society fulfill its goals.
- l. ensuring the continuity of leadership in the club / society
- m. adhering to the policies and procedures of the club / society
- n. maintaining discipline and ensuring that members comply with the rules and regulations of the club/society
- o. encouraging members to gain useful and valuable experience from their participation in activities
- p. encouraging dialogue between the club/society and the University College (specifically the SSD).
- q. ensuring the participation of the club/society in the recruitment sessions during orientation, the Leadership Campaign, and any other relevant events

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- r. discussing and clarifying the Advisor's role with members in order to avoid problems due to misunderstandings

### 2.2 *Office Bearers*

The Office Bearers are responsible for managing the club or society on behalf of the members.

Their responsibilities include:

- a. Planning future direction
- b. Developing policies and procedures
- c. Regularly communicating with members and responding to feedback
- d. Raising agenda items based on members' feedback
- e. Developing and managing external relationships (for example, keeping in regular contact with the local association)
- f. Obtaining resources and ensuring that all financial and legal matters are properly managed
- g. Evaluating the performance of officials, sub-committees and the committee itself
- h. Succession planning and conducting induction of newly elected committee members
- i. Ensuring that all members of the committee act as leadership role models
- j. Making decisions that are in the best interests of the club
- k. Managing any conflict of interest that may arise

### 2.3 *Committee*

It is recommended that the club committee consists of the following positions, roles and responsibilities:

#### *President*

- Managing the committee and running executive meetings
- Managing the annual general meeting (AGM)

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- Compiling meeting agendas together with the assistance of the secretary

### *Vice President*

- Fulfilling the duties of the president when the president is unable to fulfil them
- Assisting the president on any club related matters

### *Secretary*

- Ensuring meetings are effectively organised and minuted
- Preparing the agenda for meetings with president
- Maintaining all records and administration
- Communicating minutes to committee

### *Treasurer*

- Preparing a budget and monitoring it
- Keeping a record of all payments made and monies received
- Giving reports of financial records at meetings
- Managing the club /society bank account in addition to being a signatory on this account

### *Other roles on the committee:*

- Event Coordinator
- Marketing and Promotions Officer
- Volunteer Coordinator
- Campus Representative
- University Games Liaison

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### 3 Management of Clubs / Societies

#### 3.1 Clubs and Societies Governance

##### 3.1.1 Constitution

- a. All clubs and societies must use the KDU Penang model Constitution (SSD-C&S-03).
- b. Newly registered clubs/societies are required to submit their written constitution upon registration
- c. Existing clubs/societies are required to submit their amended constitution (if any) to SRC by the first week of April every year.
- d. All clubs/societies are to hold not more than RM100 as petty cash

##### 3.1.2 Term of Office

- a. All clubs / societies shall clearly state in the constitution the requirements regarding term of office, meetings/training, events /activities.
- b. All executive committee members shall hold their positions for a one (1) year term commencing 1<sup>st</sup> April to 31<sup>st</sup> March. The AGM and election of new Office Bearers must be done before 20<sup>th</sup> of March each year.
- c. Clubs/societies are not allowed to change the dates stated in this manual without valid reason. Where the term of office must be different from the stated date, the club/society is responsible for informing SRC and SSD.

##### 3.1.3 Meeting/Training

- a. Depending on the nature of the club / society, members are to carry out activities daily, weekly or monthly.
- b. Clubs/societies must conduct at least one (1) meeting/ training per month. It is advised that clubs/societies arrange their meetings/training regularly (date, time & venue).

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- c. The Committee shall meet a minimum of twelve (12) times a year.
- d. Members' attendance (SSD-C&S-05) shall be recorded at each meeting/training.
- e. Meeting minutes shall be submitted to the Advisor within three (3) days of the meeting/training.

### 3.1.4 Events/Activities

- a. Clubs/societies shall plan their events/activities on a yearly basis.
- b. Clubs /societies shall submit their Proposed Yearly Events (SSD-C&S-06) for the coming year to SRC together with their Clubs or Societies Renewal Form (SSD-C&S-12) in March every year.
- c. SRC will keep a photocopy of the Proposed Yearly Events for each club/society and submit the original copy to SSD.
- d. Each club/society shall organize at least TWO (2) events per year with one (1) major event for members and one (1) campus-wide event.
- e. All planned events and activities must be relevant and in accordance with the club/society's objectives.
- f. All the events/activities must be acknowledged by SRC and approved by SSD and the Vice-Chancellor.
- g. Activity Application Forms (F-SS01-13) and Activity Proposals (F-SS01-14) must be submitted to the Student Council (SC). SC shall forward the documents to SSD at least one (1) month before the event date. All activities must be approved by SC and SSD.
- h. Activity Application Forms (SSD-C&S-13) must be accompanied by the following documents:
  - Activity Proposal (SSD-C&S-14)
  - Club/Society Activity Subsidy Application (SSD-C&S-10)
  - Other relevant information

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*(For further details, please refer to Guidelines for Organizing Activities)*

- i. The organizing committee shall be responsible for following up on the status of the proposed activity with SSD after three (3) working days from the date of submission.
- j. The Advisor shall supervise all events / activities carried out by the club / society.
- k. SRC and SSD shall provide assistance for any event if requested to do so. Clubs / societies are advised to collaborate on events due to time and space constraints.
- l. SSD shall advise on the University College's policies related to the event or venue.

### 3.1.5 Probation

- a. SRC shall conduct an audit on clubs/ societies account books and meeting minutes once every six (6) months (February and August).
- b. Clubs/societies which fail to meet requirements shall be put under probation.
- c. Clubs/societies under probation shall be considered deactivated.
- d. In order to re-activate their status, the clubs/societies shall co-organize or hold at least one (1) event/activity that is set by SSD.

### 3.1.6 Finance

- a. In line with KDU Penang University College's objective to instil entrepreneurship skills in its students, all clubs/societies shall be self-funded in their operational expenses and activities.
- b. Clubs/societies may collect a subscription from members.
- c. The following are possible sources of club/society funds :
  - Competition fees
  - Prize money
  - Profit from organized events and activities



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- d. All cash flow, income & expenditure shall be recorded in the Financial Report (SSD-C&S-08), including subscriptions collected.
- e. Receipts from expenditures must be signed and dated by the club/society Treasurer AND Advisor.
- f. Advisors shall verify club/society accounts monthly while SSD shall audit the accounts annually.
- g. Every six (6) months, all clubs/societies shall submit their account summaries to SRC for checking.
- h. Clubs/societies are NOT allowed to hold any bank accounts.
- i. Clubs/societies shall have an account in SSD in order for SSD and Bursary to keep their funds safely. This is to minimize the risk to which Office Bearers are exposed.
- j. Clubs/societies shall hold not more than RM100 as petty cash and any excess shall be deposited with SSD and Bursary using the Club/Society Money Deposit/ Withdrawal Form (SSD-C&S-09).
- k. Withdrawals from the club/society accounts may be made after informing SSD and completing the Club/Society Money Deposit/Withdrawal Requisition Form (SSD-C&S-09). If approved, the money shall be disbursed within three (3) working days.

### 3.1.7 Clubs and Societies Subsidy

- a. A total of RM500 shall be allocated by SSD every month to be used to subsidise club/society events/ activities (NOT meetings).
- b. Subsidies shall be given on a First Come First Served basis. Clubs/societies are encouraged to apply for subsidies as early as possible by completing the Clubs and Societies Event/ Activity Subsidy Application Form (SSD-C&S-10).
- c. In order to qualify for the subsidy, a club/society must :
  - be officially registered with SRC and SSD

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- have submitted all the documents for club/society renewal before 30<sup>th</sup> of December
  - submit the events/ activities application at least one month before the event date
  - be in active status i.e. must have organized at least two (2) events/activities in the past year
  - have members who voted in the SRC Election (at least 50% of members)
  - have actively participated in Clubs & Societies Recruitment sessions during orientation and Clubs & Societies Week (at least twice a year), Leadership Training Campaign, and any other events that are clubs/societies related
  - follow all the rules and regulations of clubs/societies stated in this manual
- d. SSD reserves the right to reject the subsidy application of clubs/societies which do not comply with the stated terms and conditions.

### 3.1.8 Restrictions

- a. SSD and club/society Advisors, as representatives of the University College, have the right to veto decisions made by the office bearers which are considered detrimental to the University College's reputation and community.
- b. Clubs/societies shall consider the sensitivities of the campus community when organizing any events/activities.
- c. Clubs/societies may not be involved in political activities.
- d. Clubs/societies shall organize activities to suit their stated objectives. They are not to become pressure groups within the University College causing conflict between the staff and student community.
- e. Approval for clubs/societies to hold meetings and individuals to hold office is a privilege extended by the University College which may be revoked if necessary without the need for explanation.

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- f. All external correspondence shall be made through the SSD and co-signed by the club/society Advisor.

### 3.2 *Management of Club/Society Meeting*

#### 3.2.1 Meetings

The following meetings shall be conducted by clubs/societies:

- Annual General Meeting (AGM)
- General Meeting (GM)
- Committee Meeting (CM)

#### 3.2.2 Guidelines for Annual General Meeting (AGM)

- a. New clubs/societies shall hold their first AGM to elect the Office Bearers within two (2) weeks from the date of approval.
- b. Existing clubs/societies shall hold their AGM in the month of December, then submit the AGM Minutes (SSD-C&S-11) and Clubs/Societies Renewal Form (SSD-C&S-12) to SSD
- c. The Club/Society Committee Member List (SSD-C&S-04) shall be filled up with the particulars and details of club/society committee members and submitted to SSD one (1) week after the first AGM
- d. The AGM agenda shall be as follows:
  - i. Nomination of candidate (s)
  - ii. Election process
  - iii. Formation of new office bearers
  - iv. Speech by new president (*sharing of club/society goal, vision, mission, etc.*)
- e. As a minimum, each club/society must elect at least a President, Vice President, Secretary and Treasurer.

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- f. The office bearers shall be elected based on the skills which are required to fulfill the positions/roles.
- g. Brief job descriptions shall be given to the elected office bearers by the senior office bearer or Advisor to help them fulfill the requirements
- h. In the interest of continuity and stability, clubs/societies are advised against appointing only final year students to all the elected positions.

### 3.2.3 Guidelines for General Meeting/ Committee Meeting

- a. Advisors must be advised in advance of all general meetings and committee meetings.
- b. Office bearers shall meet once (1) a month or at least twelve (12) times a year in the committee meeting.
- c. Members shall meet every two (2) months or at least six (6) times a year in the general meeting.
- d. Membership of clubs/societies and positions held shall be evidenced by Club/Society Meeting Minutes (SSD-C&S-11) and Attendance Records (SSD-C&S-05) and shall be included in students' Leaving Certificates or testimonials.
- e. Original meeting minutes and attendance records shall be kept by the Secretary and a copy forwarded to SSD.
- f. Office bearers must attend more than 2/3 of ALL meetings, failing which they shall be recorded as an ordinary members; ordinary members must attend at least 2/3 of all General Meetings.

### 3.2.4 Role of Members in a Meeting

#### *President/Project Manager*

- a. Initiate and start the meeting

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- b. Introduce new members
- c. Present new events/activities/projects
- d. Discuss meeting agenda

### *Secretary/Project Secretary*

- a. Prepare and circulate meeting invitation
- b. Circulate minutes of previous meeting before every meeting
- c. Prepare meeting agenda and meeting venue
- d. Record meeting attendance
- e. Capture minutes of current meeting

### *Committee Members*

- a. Present tasks related to the designation/event/activity
- b. Present problems related to the designation/event/activity
- c. Present ideas related to the event/activity

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### 4. Registration/ Renewal of Clubs and Societies

- a. The validity for all the clubs and societies in KDU Penang University College is one (1) year.
- b. Clubs/societies that wish to continue running shall complete and submit the Club/Society Renewal Form (SSD-C&S-12) by 30<sup>th</sup> December every year together with the following attachments :
  - AGM Minutes (SSD-C&S-11)
  - Constitution (SSD-C&S-03)
  - Club/Society Committee Member List (SSD-C&S-04)
  - Proposed Yearly Events (SSD-C&S-06)
  - Proposed Yearly Budget (SSD-C&S-07)  
*Projected programs for the semester/year will help in estimating the activities budget and schedule for the year*
- c. Failure to submit the completed Club/Society Renewal Form (SSD-C&S-12) by 30 December will result in the club/society being deactivated. Once deactivated, the club/society will not be eligible for funding or activity assistance.
- d. If there is a change in a club/society's office bearers within one (1) year and before AGM, the club/society shall re-submit the Club/Society Renewal Form (SSD-C&S-12)

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### 5. Guidelines for Organizing Activities

Clubs/societies are encouraged to collaborate due to time and space constraints. SSD will advise on University College policies and provide assistance in event organization upon request.

#### 5.1 *Organizing Events/Activities*

##### 5.1.1 Planning of Event/Activity

- a. Clubs/societies shall conduct at least one (1) major event involving non-members and one (1) club event in a year to ensure the club's sustainability and to achieve the club/society's vision and mission.
- b. Planned events/activities must be in accordance with club/society objectives and purpose.
- c. Clubs/societies shall discuss the details of their planned events/activities with their Advisors.
- d. Planned events/activities must be executed as in the approved proposal. Any changes must be notified to the Club Advisor, SRC and SSD before the event.
- e. SSD reserves the right to end any event/activity found to be in violation of KDU Penang University College's rules and regulations.
- f. The following are additional requirements for high-risk and/or outdoor events/activities:
  - the Disclaimer of Liability (SSD-C&S-15) form must be completed by all participants before the event/activity
  - the event must be supervised by a club Advisor and/or SSD representative

##### 5.1.2 Submission of Activity Application Form

- a. Events/activities organized by clubs/societies must be verified by the Club Advisor, acknowledged by SRC, endorsed by SSD and approved by the Vice-Chancellor
- b. Examples of events/activities organized by clubs/societies are:
  - Training

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- Club/Society-level event/activity
  - Campus-level event/activity
  - External invitations
  - Competitions/tournaments/conferences, etc
- c. Clubs/societies must complete the Activity Application Form (SSD-C&S-13) and submit it at least one (1) month before the date of activity to SRC with the following attachments:
- Activity Proposal (SSD-C&S-14)
  - Club and Society Event or Activity Subsidy Application (SSD-C&S-10)
  - Other relevant information
- d. After the acknowledgement from SRC, the application documents will be forwarded to SSD for endorsement, and then to the Vice-chancellor for approval.
- e. SSD reserves the right to suspend any club/society which fails to inform SSD about their event/activity.

### 5.1.3 Deadline for Activity Application Documents Submission

- a. The deadline for submitting the Activity Application Form (SSD-C&S-13) is as follows:
- at least one (1) month before the proposed training, club-level event/activity or external invitations
  - at least three (3) months before the proposed campus-wide event/activity.
- b. SSD reserves the right to reject any activity application documents submitted after the submission deadline. The Organizing Committee may then propose a new date.

### 5.1.4 Application for Club/Society Activity Subsidy

- a. A total of RM500 shall be allocated by SSD every month to be used to subsidise club/society events/ activities (NOT meetings).



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- b. The subsidy shall be given on a First Come First Served basis. Clubs/societies are encouraged to apply for the subsidy as early as possible by completing the Clubs and Societies Event/ Activity Subsidy Application Form (SSD-C&S-10) and submitting it along with the Activity Application Form (SSD-C&S-13), Activity Proposal (SSD-C&S-14) and other related documents.
- c. The amount of subsidy required must be clearly stated in the proposed budget in the Club/Society Activity Subsidy Application Form (SSD-C&S-10).
- d. SSD shall determine the final amount of subsidy to approve after all application documents have been submitted.
- e. Subsidies **will not be approved** in the following situations:
- the event/activity is fully subsidized by government/private agency and schools
  - the purpose of the event is to raise funds for the organising club/society
  - the event/activity is an annual dinner, meeting, award & prize-giving ceremony or weekly/monthly activity
  - the application is less than one (1) month before the event date
  - the club/society is not officially registered under SRC and SSD
  - the club/society failed to submit the Proposed Yearly Budget (SSD-C&S-07) and Proposed Yearly Event (SSD-C&S-06) before 30<sup>th</sup> of December
  - the club/society is inactive and/or has failed to fulfil the minimum requirement of organizing at least two (2) activities per year.
  - less than 50% of club/society members participated in SRC Election as voters
  - the club/society did not participate in Clubs & Societies Recruitment sessions during orientation and Clubs & Societies Week (at least twice a year), Leadership Training Campaign, and any other events that are clubs/societies related
  - the club/society broke one or more of the rules and regulations for clubs and societies mentioned in this manual

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- f. SSD reserves the right to reject the subsidy application of clubs/societies which do not comply with the stated terms and conditions.

### 5.1.5 Execution of the Event/Activity

- a. Upon approval by the Vice Chancellor, the organizing committee may proceed to execute their event/activity.
- b. The organizing committee shall ensure that the event/activity is conducted as approved by SSD and the Vice Chancellor.
- c. Any significant difference or additions may result in the event/activity being cancelled by SSD.
- d. For off-campus activities, all participants shall be required to complete the Disclaimer of Liability (SSD-C&S-15) and submit it to the organizing club/society.
- e. Participants below 18 years old shall be required to complete the Consent Form (SSD-C&S-16) and get it signed by their parent/guardian before submitting it to the organizing club/society.
- f. The organizing club/society shall collect all the Disclaimer of Liability (SSD-C&S-15) & Consent Form (SSD-C&S-16) and submit them to SSD one (1) week before the date of event/activity.
- g. The organizing club/society shall complete the Venue or Equipment Requisition Form (SSD-C&S-17) and/or Walkie-talkie Loan Agreement (SSD-C&S-18) if support from the University College's Facilities department is needed. This requisition shall be made through SSD at least one (1) week before date of event/activity.
- h. Due to limited campus security, night events/activities must be concluded by 10.00 pm.
- i. The Organizing Committee shall ensure that all University College facilities and equipment are in good condition before, during and after the event/activity.

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- j. The Organizing Committee shall be responsible for all damage caused to facilities and equipment during the conduct of their event/activity.
- k. The Organizing Committee shall ensure that the venue is cleaned after the event/activity. All posters and notices shall be stamped by the Facilities Department before being put up, and must be taken down by the Organizing Committee immediately after the event/activity.

### 5.1.6 Event/ Activity Report

- a. Upon completion of the event/activity, the organizing committee shall send the Activity Progress Report (SSD-C&S-19), Budget vs Actual Report (SSD-C&S-20) and softcopy photographs to SRC within one (1) month. The Activity Progress Report (SSD-C&S-19) must be verified by Club Advisor. A copy of these documents must be kept in the club/society's file.
- b. SRC shall submit the documents to SSD.
- c. Certificates shall only be issued after SSD has received all the required documents.
- d. All excess monies shall be re-entered into the Financial Report (SSD-C&S-08) as balance, profit or loss. SSD will conduct audits once a year.
- e. Failure to submit the report will result in the suspension of any future event/activity.

### 5.1.7 Requisition of Non-Academic Certificate

- a. The Organizing Committee may request certificates for the participants of their event/activity, preferably at the time the event/activity proposal is submitted, by completing the Requisition of Non-Academic Certificate Form (SSD-C&S-21) and submitting it to SSD.
- b. If approved, SSD shall issue the certificates within seven (7) working days.