

KDU PENANG UNIVERSITY COLLEGE

STUDENT REPRESENTATIVE COUNCIL

CONSTITUTION



STUDENT REPRESENTATIVE COUNCIL CONSTITUTION

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Article 1: Purpose and Context

1. The KDU Penang University College Student Representative Council is established in order to:
 - 1.1. provide the opportunity for student self-governance
 - 1.2. provide a forum for student expression
 - 1.3. foster a spirit of corporate life among the students of the University College
 - 1.4. further the welfare of students
 - 1.5. foster an environment conducive to holistic student development

Article 2: Definition

2. The Student Representative Council (hence referred as SRC) represents and governs the Student Body of KDU Penang University College.
3. SRC actions, unless otherwise limited by the Constitution, supersede those of all other KDU Penang University College student organizations.

Article 3: Name

4. The name of the organization is KDU Penang University College *Student Representative Council*.

Article 4: Address

5. The SRC is registered under KDU Penang University College at 32, Jalan Anson, 10400 Penang, Malaysia.

Article 5: Aims and Objectives

6. The aims of the SRC are :
 - 6.1. To practice transparency, accountability and inclusiveness in all aspects of governance;
 - 6.2. To maintain open communication between students and UC staff
 - 6.3. To organize events and projects that help to develop quality of character, academic excellence and strong personal values

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Article 6: Roles of SRC

7. To achieve its stated aims, SRC shall:
 - 7.1. Create a better learning environment towards developing a solid foundation and strengthening students' skills such as social, sports, communication and leadership skills.
 - 7.2. Coordinate events that showcase the cultures and lifestyles of the participating students
 - 7.3. Involve all students in sharing ideas to enrich student life on campus by planning extracurricular activities that extend the learning environment beyond academic curriculum
 - 7.4. Help all students in the University College (UC) to work together
 - 7.5. Give all students practice in participatory action
 - 7.6. Coordinate participation of students in other events that give opportunity to raise awareness of their concerns and issues
 - 7.7. Work towards a creation of caring community in KDU Penang University College and to contribute to the society as well.
 - 7.8. Help model the UC in the community through volunteer participation.
 - 7.9. Ensure that the needs and interests of students are well taken care of, by being the mediator for the students and the management.

Article 7: Relationship with Student Clubs and Societies

8. Student Clubs and Societies exist in recognition of their own constitution, in accordance with the SRC Constitution.
9. All student clubs/societies referred to in Article 7 (8) are recognized as structures of the SRC and will always co-operate with the SRC on general students matters.

Article 8: Advisor

10. The Student Representative Council advisor shall be the Head of Student Service Department.
11. In supporting the operation of the SRC, the Advisor shall:

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- a. Provide advice and recommendations with respect to the governance, financial arrangements and administration of SRC;
- b. Provide advice on the interpretation of these procedures;
- c. Obtain information from the UC that is necessary for the decision making of the SRC (subject to any privacy or confidentiality obligations of the UC)
- d. Provide strategic advice to the SRC;
- e. Provide guidance on the duties and responsibilities of members.

Article 9: Membership and Structure

Part A – Membership

12. The membership of SRC will consist of the following members who shall be directly elected by and from students via the election process set out within these procedures:
 - (a) **10** representatives from School of Hospitality, Tourism and Culinary Arts
 - (b) **10** representatives from School of Business
 - (c) **10** representatives from School of Engineering, Computing and Built Environment which consist of Engineering Department, Information Technology Department and Design Department
 - (d) **10** representatives from Centre for English Language, Mass Communication Department and Centre for Pre University Studies
13. All students shall have the opportunity to stand for office in one of the positions identified in this document if they meet the requirements as stated below:
 - 13.1. Must be a full time and active student;
 - 13.2. Possess good academic track records: CGPA of 2.5 and above (*In the event of a failure in any academic subject, the student representative MAY be required to be subjected to a 'probationary' status with lower responsibilities, to allow him/her to restore his/her academic standing.*);
 - 13.3. Must have a minimum of 1 year remaining before completing the respective programme;
 - 13.4. Demonstrate leadership qualities;

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- 13.5. Possess a good personality and able to work as a team member;
- 13.6. Must be recommended by the respective Head of School;
- 13.7. Must be available to work on SRC activities after class and able to work under pressure;
- 13.8. Must be willing and able to complete the full term of service;
- 13.9. Must be willing and able to complete all trainings provided;
- 13.10. Must participate in the installation day;
- 13.11. May not hold another office nor participate in any extra-curricular activity which conflicts with their role in Student Representative Council;
- 13.12. Hold no criminal record and/or serious disciplinary record (academic and/or non-academic) from high school or university/college;

Part B – Structure of Student Representative Council

14. The SRC shall consist of :
 - a. Student Representative Council Executive Committee (SRCEC)
 - b. Student Representative Council Members (SRCM)

Section A – Student Representative Council Executive Committee (SRCEC)

15. The SRCEC of KDU Penang University College shall consist of :
 - 15.1. President
 - 15.2. Vice President
 - 15.3. Secretary
 - 15.4. Director of Finance
 - 15.5. Director of Administration and Human Resource
 - 15.6. Director of Public Relation and Event
 - 15.7. Director of Clubs and Societies
16. The SRCEC is elected annually.

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- 16.1. No person holding a position on SRCEC may hold a position on the committee of any student organization.
- 16.2. Accepting a position on SRCEC constitutes an automatic resignation from offices held in other student organizations.

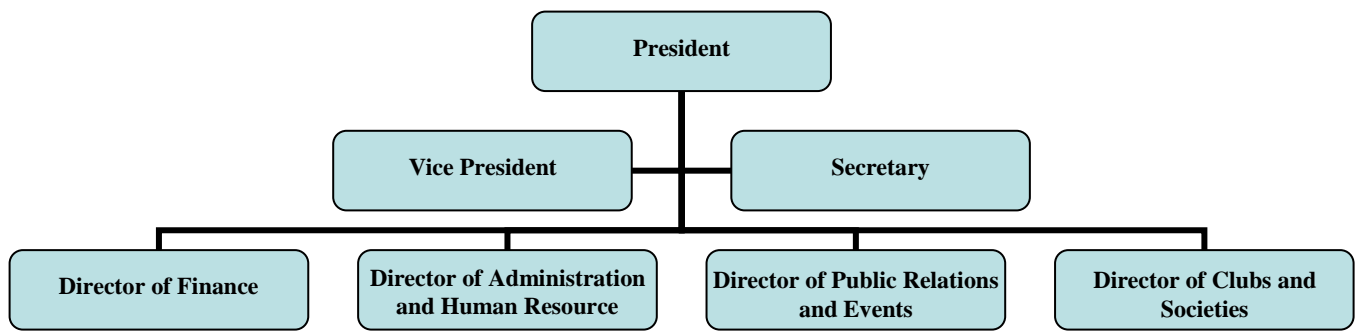


Chart 1: Structure of SRC Executive Committee (SRCEC)

Section B – Roles and Responsibilities of President

17. The President is responsible for representing and promoting the interests of campus students to the UC, and to the wider community.
18. The President is also responsible for:
 - 18.1. Providing leadership, motivation and direction for the SRC;
 - 18.2. Planning and conducting SRC meetings effectively;
 - 18.3. Approving the agenda and draft minutes of the SRC;
 - 18.4. Overseeing the appropriate appointments of all division Directors;
 - 18.5. Following up on actions or resolutions of the SRC;
 - 18.6. Ensuring the implementation of all the administrative guidelines and procedures of SRC;
 - 18.7. Encouraging all members to be involved in the SRC’s work;
 - 18.8. Acting as the spokesperson for SRC;
 - 18.9. Ensuring the smooth planning and the organizing of campus student body events
 - 18.10. Overseeing the implementation of all duly approved Clubs and Societies events;

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- 18.11. Conducting half yearly meeting with all the Presidents of Clubs and Societies;
- 18.12. Ensuring the proper implementation and compliance to the SRC Constitution;
- 18.13. Bringing ideas forward and foster full discussion of possible actions and activities.
- 18.14. Acting as a role model to the student body and represent the UC in the larger community.

Section C – Roles and Responsibilities of Vice President

- 19. The Vice President shall assume the responsibility of the President of the SRC in the event of absence of the President.
- 20. The Vice President is also responsible for:
 - 20.1. Supporting the functions of the President of the SRC;
 - 20.2. Providing leadership and motivation for SRC;
 - 20.3. Overseeing all clubs & societies of the UC student body.
 - 20.4. Ensuring the implementation of all guidelines and procedures of all the clubs and societies in UC;
 - 20.5. Ensuring the maintenance of a complete record of all the constitution and administrative documents of the clubs & societies.
 - 20.6. Ensuring the maintenance of a complete record of all proposals and documentations for all events of the clubs & societies.
 - 20.7. Ensuring the maintenance of a complete record of all SRC meeting minutes for reference.
 - 20.8. Gathering information from students about their needs
 - 20.9. Acting as a role model to the student body and represent the UC in the larger community.

Section D – Roles and Responsibilities of Secretary

- 21. The Secretary is responsible for the efficient and effective communication within SRC.
- 22. The Secretary is also responsible for:
 - 20.1 Undertaking training to fulfill their role;
 - 20.2 Supporting the SRC in accordance with the requirements of these procedures;

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- 20.3 Giving notice of scheduled meetings to the appropriate invitees as required within these procedures;
- 20.4 Calling for agenda items from members of their SRC as required within these procedures;
- 20.5 Providing invitees with copies of relevant business papers, meeting minutes and supporting documents;
- 20.6 Circulating notices and agendas of all SRC meetings;
- 20.7 Recording meeting minutes of SRC;
- 20.8 Keeping official minutes of each meeting of their SRC;
- 20.9 Preparing a draft of the official minutes to be approved by President;
- 20.10 Including the unconfirmed minutes, after approval by the Chair, on the agenda of the next scheduled meeting for confirmation by the members;
- 20.11 Providing the confirmed meeting minutes for Advisor for approval;
- 20.12 Distributing unconfirmed meeting minutes (3) three days before the meeting commence;
- 20.13 Receiving apologies prior to meetings and recording absences at meetings;
- 20.14 Forwarding official agendas and confirmed official minutes to SRC and Advisor for digital archiving.
- 20.15 Handling SRC general correspondence and keeps copies thereof;
- 20.16 Preparing annual reports on the overall work of the SRC

Section E – Roles and Responsibilities of Finance Director

23. Finance Director is responsible for management of finances of the SRC and oversee the management of finances in all the clubs and societies.
24. Finance Director has to conduct an audit of financial practices and principles for all the clubs and societies once in every six (6) months.
25. The Finance Director is also responsible for:
 - 25.1. Organizing and chairing any Fundraising Committee
 - 25.2. Preparing a budget for all activities of the SRC as a whole

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- 25.3. Overseeing all clubs and societies' management of finance
- 25.4. Informing and engaging with sponsors and funders, both current and potential, to obtain and maintain the necessary financial resources in accordance with Public Relations & Events Director
- 25.5. Keeping records of all financial transactions of the SRC;
- 25.6. Keeping records of all assets of the SRC, such as SRC's T-Shirts, blazer, etc
- 25.7. Managing KDU UC merchandise and keeping records of the stock;
- 25.8. Managing sales of KDU UC merchandise and submit the sales to Bursary;
- 25.9. Managing the account of KDU UC merchandise;
- 25.10. Preparing annual financial reports of SRC.

Section F – Roles and Responsibilities of Administrative and Human Resource Director

26. The Administrative and Human Resource Director is responsible for providing essential administrative support to ensure the smooth flow of information within SRC and manage the people within the organization, focusing on policies and on systems.
27. The Administration and Human Resource Director is also responsible for:
 - 27.1 Recruitment, applicant tracking, “training and development”, performance appraisal and rewarding (e.g. certificate, trophy, and etc.)
 - 27.2 Recording data and information, statistic work and filing.
 - 27.3 Maintaining and ensuring the accuracy of membership list;
 - 27.4 Setting up and managing rules and regulations;
 - 27.5 Keeping track of the attendance of SRC members in all SRC's events;
 - 27.6 Ensuring that all the Student Council members follow the constitution
 - 27.7 Exploring and providing leadership training and professional development.
 - 27.8 Setting up booth counter when having “Clubs and Societies Member Sign Up” session during orientation;
 - 27.9 Collaborating with Public Relations and Events Director in handling recruitment matters;

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27.10 Organizing ‘Leadership Training’ Camp

27.11 Managing the application forms and arranging interviews

Section G – Roles and Responsibilities of Public Relations and Events Director

28. The Public Relations and Events Director is responsible for communicating with the general public on behalf of the council, presenting a positive image of the council, organizing and planning events for SRC.

29. The communication operates at two levels, which are internal communication and external communication.

29.1. Internal communication refers to communicating with:

- a. SRC members;
- b. SRC advisor

29.2. External communication mainly involves communication with:

- a. KDU Penang University College students
- b. Media;
- c. Sponsors; etc

30. The Public Relations and Events Director is also responsible for:

30.1 Managing the flow of information between SRC and the public through official newsletter, social media and other digital and non-digital publication;

30.2 Providing the annual event calendar and ensuring that all events are conducted properly;

30.3 Helping in overseeing all the clubs and societies’ events/activities and ensuring that they are organized following the Clubs and Societies Manual;

30.4 Promoting SRC to students and beyond using all available methods of communication such as Facebook page, website and email, newsletter, etc;

30.5 Keeping records for all events and media publication;

30.6 Searching for sponsorship and keeping the current and potential sponsors list;

30.7 Providing guidelines in assisting all the clubs and societies in finding funds or sponsorship;

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- 30.8 Managing the SRC Notice Board. Reports of past events and notices about future events should always be displayed on the council notice board accordingly;
- 30.9 Managing the college annual event calendar for all the clubs and societies to make sure there is no clashing;
- 30.10 Providing new ideas for SRC and all the clubs & societies in organizing event/activities;
- 30.11 Collaborating with Administrative and Human Resource Director in provide necessary training/ help for all the clubs and societies in organizing events;
- 30.12 Leading UC events such as Orientation, Conferences etc;

Section H – Roles and Responsibilities of Clubs and Societies Director

31. The Clubs & Societies Director is responsible for assisting in all the clubs & societies' matters and being the 'communication bridge' between SRC and all the clubs & societies.
32. The Clubs & Societies Director is also responsible for:
 - 32.1. Creating a platform for all the clubs and societies to communicate with each other by organizing events/ activities;
 - 32.2. Leading the 'Clubs & Societies Briefing and Registration' session in Orientation;
 - 32.3. Monitoring and managing the registration or renewal of clubs and societies;
 - 32.4. Ensuring that all the clubs and societies operate following the Clubs and Societies Manual
 - 32.5. Arranging quarterly meetings between President of SRC and all the presidents of clubs and societies;
 - 32.6. Providing necessary assistance for clubs and societies whenever needed;
 - 32.7. Building good relationship with all the clubs and societies;
 - 32.8. Motivating all the clubs and societies to be active;
 - 32.9. Overseeing all the notice boards owned by all the clubs and societies;
 - 32.10. Managing the Clubs and Societies database;
 - 32.11. Managing the Clubs and Societies' events database;

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Section I - Student Representative Council Member (SRCM)

33. Council members who do not hold any posts in SRC will be known as Student Representative Council Members (SRCM).
34. In the interests of personal development, all SRCM will be considered trainees.
35. SRCM may choose to serve in the area of their interest.
36. SRCEC reserves the right to transfer SRCM to different areas with the permission of the President and acknowledgment of the Administrative and Human Resource Director.
37. All SRCM must attend Installation Day.
38. All SRCM must attend 70% of the scheduled meetings and activities.

Part C – Removal of a Student Representative Council Member

39. The SRC may remove a member from office for:
 - a. not fulfilling his/ her duties and/or failing to achieve 70% attendance at meetings and activities
 - b. conduct which brings the SRC, the University College, the students or an associated student body into disrepute;
 - c. committing any criminal or disciplinary offences during his/her SRC term;
 - d. disruptive or inappropriate behavior at a SRC meeting or UC function;
 - e. inappropriate behavior outside of a SRC meeting while acting in his/her capacity as a Student Representative;
 - f. committing any act that damages the effectiveness or reputation of SRC; or
 - g. a serious breach of this Constitution or other relevant UC rules, policies, procedures or guidelines.
40. Should the SRC seek to remove a member, the Secretary shall call an ad-hoc meeting.
41. In order to remove the member, the resolution to remove must be passed by at least two thirds of the members at the meeting, failing which the SRC may take no further action

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42. The President shall notify the member of his/her removal within three working days of the passing of the resolution.

Part D – Vacation of Office

43. The office of a member of the SRC becomes vacant if the member;

- a. resigns the office by writing to the Advisor with the support of Head of School;
 - b. is removed from office by the SRC under these procedures;
 - c. is absent without reasonable excuse from two consecutive scheduled meetings of the SRC;
- or
- d. ceases to be eligible under these procedures.

44. If the office of a member of the SRC becomes vacant, a person shall be appointed or elected to fill the casual vacancy in accordance with these procedures.

Article 10: Standing Orders

45. Standing Orders applies to meetings of the SRC. For the purposes of this Article, President shall be defined solely as Chair.

Section A: Scheduled Meetings

46. The SRC shall hold at least one ordinary meeting per month.

47. The date and time of meetings shall be arranged by the SRC Secretary, taking into account members' availability.

48. All SRC meetings must take place between 9am and 9pm Monday to Friday, unless there is a specific need to hold a meeting outside of these times, and approval has been given by the Advisor.

49. All SRC meetings must take place on the campus, unless there is a specific need to hold a meeting outside of the campus, and approval has been given by the Advisor.

Section B: Quorum

50. At any meeting of the SRC, a quorum consists of two thirds of the constituting members.

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51. Apologies must be made prior to the scheduled meeting by notifying the Secretary.
52. Absences from meetings must be recorded by the Secretary and form part of the minutes.

Section C: Notice of Ordinary Meetings

53. The SRC secretary must call for agenda items from members at least 5 days before the scheduled meeting.
54. The SRC secretary must send a notice of the date, time and place of each scheduled meeting to each member at least 3 days before the meeting in the form of an agenda.
55. A notice of a meeting or call for agenda items may be sent through the email.
56. The agenda is to be accompanied by the previous unconfirmed meeting minutes and any relevant supporting documents.

Section D: Voting Procedures

57. Except as otherwise provided in these procedures, a resolution supported by a majority of the votes cast at a Council meeting at which a quorum is present is the decision of the Council.
58. At any meeting of the SRC, a motion put to the vote of the meeting will be decided on the voices unless a member requests a vote by show of hands prior to, or immediately after, taking of the vote.
59. Where such a vote is requested, the Chair shall put the proposed resolution to a vote by show of hands.
60. If, on any motion, an equal number of votes are cast for and against a motion, the Chair has a casting vote in addition to any vote cast by the Chair as member.

Section E: Official Meeting Minutes

61. The SRC secretary shall forward the official minutes of each meeting to the Advisor and keep a copy in the SRC file.
62. The official minutes shall record:
 - a. Date, time, venue and attendance at the meeting;

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- b. Each motion or agenda;
 - c. Any member who voted against the motion;
 - d. Any member who abstained from voting;
 - e. Whether the motion was carried or lost;
 - f. A concise summary of each motion or agenda;
 - g. Time of the meeting adjourned;
63. Within three working days after the end of each meeting, the secretary shall prepare the draft official minutes of the meeting for approval by the Chair.
64. After approval by the Chair, the unconfirmed minutes will be included on the agenda of the next meeting for confirmation by the members.
65. Upon confirmation by the members, the Chair of the next meeting must sign the minutes and send to Advisor for final approval.
66. The confirmed minutes shall be conclusive evidence of the meeting.

Section F: Use of University College/ Student Representative Council Logo or Name

67. Any use by the SRC of the name of the UC or its' logos must be authorized by the Information, Communication & Technology Committee (ICTC). Refer to the ICT Policy.

Section G: Public Comment

68. The SRC, or any member thereof, shall not make any public comment for or on behalf of the UC under any circumstances.
69. The SRC may make public comment on behalf of SRC only.

Section H: Rules Against Commercial Activities

70. The SRC will not:
- a. Open any banking account;
 - b. Invest any monies of the body;

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- c. Borrow any money;
- d. Employ any person;
- e. Enter into any agreement, contract or legal undertaking;
- f. Buy, sell, lease, rent or deal in any manner
- g. Engage in any commercial activity (either in its own right or through a third party) including without limitation, any charitable fundraising activity, or activity involving the sale for a fee of good or service without the prior approval of the UC.

71. The SRC may expend any prior approved funding within their annual budgets for campaigns and campus activities and events, provided that in the opinion of the Advisor, the proposed activities meet the aims and objectives of those allocated funds.

Article 11: Election Procedure

72. These procedures shall apply to student elections of Student Representative Council.

73. SRCEC and SRCM shall act as Returning Officer for the student elections contained within these procedures.

74. The Returning Officer shall set the times and dates according to the timeline.

Section A: Types of Elections

75. There will be two types of elections:

- a. Open Elections
- b. Closed Elections

Open Elections

76. Open Elections are held to elect candidates to the Student Representative Council (SRC). Open Elections shall take place in KDU Penang University College in the beginning of the year. However, open elections will also be held as and when required.

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77. Before standing in the Open Elections, candidates must undergo an interview conducted by the current SRCEC and/or the Advisor/staff representative of KDU Penang University College.
78. Only those candidates who pass the interview may stand in the Open Elections. The selection of the candidates based on the interview performance, innovation and qualification.
79. Each school may send representatives to stand in the Open Elections according to the minimum/maximum numbers shown below.

School	Maximum	Minimum
School of Hospitality, Tourism and Culinary Art	10	5
School of Business	10	5
School of Engineering, Computing and Built Environment (Engineering Department, Information Technology Department and Design Department)	10	5
Centre for English Language, Mass Communication Department and Centre for Pre University Studies	10	5

80. Those candidates selected to stand in the Open Elections shall conduct a one (1) week Election Campaign by themselves or with their supporting team. The evaluation of the campaign based on their attitude, presentation, attendance and attire.
81. After the one (1) week Election Campaign, students will cast their votes on the Election Day. Every full-time student of KDU Penang University College shall be entitled to cast one (1) vote in the Open Elections.
82. Those candidates with the highest marks (based on the Interview 20%, Campaign 40% and Votes 40%) shall be declared representatives of their Schools.

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83. The result determined by the Returning Officer will be final.
84. Each elected representative shall be responsible for performing the duties of a representative as listed in this Constitution.
85. All school representatives elected at the Open Elections are eligible to stand in the Closed Elections.

Closed Elections

86. Closed Elections are held to select the seven (7) office-bearers for the Student Representative Council Executive Committee (SRCEC).
87. All the seven (7) positions shall be selected based on voting carried out in the presence of the SRC Advisor.
88. Each SRC member will have only one (1) vote to determine the final outcome of the Closed Elections.

Section B: Election Timeline

89. The SRC Election timeline shall be as follows:
 - a. Recruitment Notice to be posted latest **by the first week of January semester;**
 - b. **Secret ballot to elect representatives for each School/academic department to be held** by the end of second week of January semester start;
 - c. Screening interviews to be conducted by the third week of January semester;
 - d. Those who pass the screening interviews will conduct their own campaign in the fourth week of January semester;
 - e. Open Elections to be conducted in the fifth week of January semester;
 - f. Closed Elections to be conducted within 3 days of the Open Elections.
 - g. Installation Day to be held within 7 days of the Open Elections.

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Section C: Returning Officer

90. All the current SRCEC and SRC members shall act as Returning Officer for all student elections contained within these procedures.
91. The Returning Officer cannot be a candidate for election or a person who has nominated a candidate for any election under these procedures.
92. The Returning Officer may authorize another person to exercise any function of the Returning Officer under these procedures.
93. Any such authorized person cannot be a candidate for election or a person that has nominated a candidate for election.
94. The Returning Officer shall:
 - a. take all reasonable steps to ensure the fairness and integrity of an election process;
 - b. decide all matters related to the conduct and procedure of elections, and his or her decision shall be final, subject to these procedures;
 - c. notify all students of an election by posting a notice of election which will include:
 - (i) number and category of position(s) to be filled and number of vacancies for each position;
 - (ii) category or categories of persons eligible for election;
 - (iii) term of office for each category;
 - (iv) invitation for nominations for election;
 - (v) the form of the nomination, how these forms can be obtained and how and where they should be lodged with the Returning Officer;
 - (vi) who is eligible to nominate;
 - (vii) the date and time by which the nominations must be received by the Returning Officer, and who is eligible to vote in the election;
 - (viii) the method of election (that is, by electronic or other means);
 - (ix) the closing date of the ballot;

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- (x) any other information about the election that the Returning Officer decides is appropriate to include in the notice;
- (xi) invitation to candidates to submit the following information by the close of nominations :
 - a photograph : in a format and size stipulated by the Returning Officer
 - a candidate statement of not more than 150 words for circulation to students; the candidate statement must include the name of the candidate and the award course in which he/she is enrolled.
- d. post a copy of each candidate's provided information such as photograph and candidate statement on the notice board, election website etc.
- e. publish statements exactly as they are submitted including any spelling mistakes, punctuation errors, grammatical errors and capitalisations, except where deemed offensive, discriminatory or defamatory or otherwise inappropriate for publishing by the Returning Office.
- f. monitor/oversee the implementation of the election procedure
- g. prepare job distribution plan on election-voting week
- h. be stationed at the election venue during the election-voting week
- i. calculate and cross check the results
- j. prepare the necessary materials that are needed during the election (*such as ballot, name list, boxes, tables and chairs*)
- k. set up rules and regulations for the candidates/campaign according to these procedures;
- l. create awareness regarding the election
- m. educate all students about the correct way of voting
- n. find sponsorship for the election door gift in order to encourage more participation of voting
- o. assist and give ideas for candidates in organizing campaign.

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Section D: Election Campaign

95. Those candidates who have been selected for the Open Elections must run a one (1) week Election Campaign by themselves or with their supporting team.
96. During the time given, at least two (2) talks/ activities must be organized by each candidate.
97. Candidates must also attend/be stationed at the 'Pre-Election' service counter prepared by the Returning Officer for at least two (2) days.
98. The purpose of this 'Pre-Election' service counter is:
 - a. to let the students of KDU Penang University College know more about the candidates
 - b. to let the candidates understand more about the needs of KDU Penang University College student
99. Collaboration among candidates in organizing debate/activities are allowed.
100. Each candidate may get his/her classmates/friends from KDU Penang University College to join his/her own election supporting team.
101. Candidates will be permitted to ask students to support their candidacy by wearing paper campaign tags.
102. the cost of the election campaign must be covered by the candidates; they may obtain the sponsorship funds to run the election campaign from external parties.
103. Equipment belonging to the UC may not be used to produce campaign material for an election on campus.
104. UC funds may not be used to promote or support any candidate or group of candidates.
105. Candidates are also highly encouraged to use brochures, flyers or banners to promote themselves.
106. For banners, each candidate will be permitted to make a maximum of two and they must be posted in a place designated by the KDU Penang University College management.
107. No campaign material, except those approved by the Returning Officer, may be displayed on the campus or in associated entities facilities, noticeboards, outlets or other assets for an election.

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108. Following the close of voting, all candidates shall immediately remove their campaign information such as posters, stickers, chalking, etc., failing which the UC shall arrange for the removal and charge the cost of removal to the candidates involved.
109. No candidates will be permitted to distribute any articles such as candy, gum, or other monetary items.
110. All candidates must ensure that the events/activities that they organize will not affect the instructional day.

Section E: Election Week

111. Each full-time student of KDU Penang University College shall be entitled to one (1) vote in the Open Elections.
112. The Elections will be conducted from 10am to 3pm.
113. Voting will done by secret ballot in a central location on the campus.
114. The Returning Officer shall coordinate the count of the votes cast, in the presence of at least one other person, who shall not be a candidate.
115. If, following the close of nominations, there is only one accepted nomination for any one position, then the Returning Officer shall declare the student nominated for their school to be elected.
116. After the count has been completed, the Returning Officer is to notify the Vice Chancellor and Deputy Vice Chancellor of the result of the election.
117. The Returning Officer is then to declare the result of the election to students through official communication channels and any other means deemed necessary.
118. The forty (40) candidates elected must go through the second round of election which is the Closed Elections.
119. In the Closed Elections, the new SRCEC will be selected and appointed based on voting among all the SRC members in the presence of the Advisor.

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120. After the formation of the new SRCEC, they are required to conduct a meeting with the outgoing SRCEC to amend/modify the constitution (if necessary), and do a formal hand over.
121. Installation of the new SRC and all the committees of the clubs and societies will take place within one (1) week of the Open Elections.
122. All SRC members are required to attend the Installation Day which will be organized by the outgoing SRCEC.
123. The purpose of Installation Day is to show appreciation to the outgoing committee members of the student body and install the new committee members with official ceremony.

Section F: Candidate Conduct During Elections

124. The following shall constitute forbidden practices during the ballot of an election:
 - a. recording of a vote to which a person is not entitled;
 - b. distributing any publications (includes posters, stickers & chalking) which in any way comments on the election and which does not carry on it the name of the candidate and the student number or some other form of identification of the candidate;
 - c. a candidate or group affixing more than a certain amount of their posters on any particular noticeboard of the UC allowed by the Returning Officer.
 - d. intentionally making any statement which is materially false in relation to any candidate or member;
 - e. causing damage or defacement to any public or private property inside or outside the campus;
 - f. expenditure exceeding RM300 for any purpose in connection with the election, including donations, contributions and gifts (except labour); the Returning Officer may require any candidate to provide evidence regarding expenditure;
 - g. engaging in any dishonest or unlawful practice in relation to the election;
 - h. printing, publishing, distributing or, causing, permitting or authorizing to be printed, published or distributed, any matter or thing containing a statement:

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- (i) that is untrue;
 - (ii) that is, or is likely to be, misleading or deceptive;
 - (iii) that is unlawful
- i. offering any sort of bribe, incentive, inducement or other reward in an attempt to solicit, reward or promote voting for any particular candidate or group;
 - j. consumption of alcohol or an illegal substance by a candidate, scrutineer or campaign assistant whilst distributing campaign material or canvassing for votes during election hours;
 - k. unauthorized destruction or defacing of any election paper or notice.

Article 15: Subscription

125. No subscription

Article 16: Term of Office

126. The term of office of all SRCEC and SRC shall be one calendar year, starting in sixth week of January semester and ending in December.

Article 17: Rights Recognized by SRC

127. The SRC respects the following rights of students:

- 127.1. the right to freedom of expression, association and assembly; except as prohibited by law, the rules of the University College or the student code of conduct.
- 127.2. the right to participate in all SRC events and to vote in the Open Elections, except as prohibited by law, the rules of the University College or the student code of conduct.
- 127.3. the right not to be discriminated against on the basis of their race, gender identity, religion, beliefs, class, age, nationality, ethnic origin, disability or any other reason.
- 127.4. all student rights as stated in this Constitution, the Student Code of Conduct, the student disciplinary procedures and all University College procedures

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128. Any and all actions of the Student Council are not official until approved by both the President and the Advisor.

Article 18: Committees

129. Under certain circumstances, the SRC may form different types of committees in order to achieve the goals set.

130. The types of committees are as below:

130.1. Standing Committees

130.2. Project Committees

130.3. Ad Hoc Committees

Section A - Standing Committees

131. Standing Committees shall be defined as committees that operate throughout the year.

132. The standing committees shall be established by the SRCEC prior to the start of the next academic year.

Section B - Project Committees

133. Project Committees shall be defined as committees that operate within the period of project execution.

Section C - Ad Hoc Committees

134. Ad Hoc Committees may be formed by the SRCEC as the need arises.

Article 19: Filling of Vacated Offices

135. In the event that the President should vacate his office, the Vice President shall assume the responsibilities of the President. In the event that an officer other than the President should vacate his office, a new officer shall be chosen by a simple majority.

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Article 20: Amendment

136. The constitution may be amended after a request approved by a two-thirds majority vote of the SRC.
137. Where a request is made by the SRC to amend these procedures, the SRC shall prepare a draft of the proposed amendments accompanied by an explanation as to the purpose of such changes.
138. Such request will be submitted by the SRC in the first instance to the Advisor where it will initially be assessed as to the impact of any suggested changes.
139. The Advisor shall then forward the SRC proposal along with any recommendation to the Student & Alumni Affairs Committee (SAAC) for a final determination.
140. The decision by the SAAC shall be final.
141. From time to time, these procedures will be reviewed by the UC in consultation with stakeholders.