

Universiti Tunku Abdul Rahman
Regulation XIV
SOCIETIES AND STUDENT ACTIVITIES

IN exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation :-

1. Short Title & Commencement

This Regulation may be cited as the **Societies and Student Activities** Regulations and shall come into force as from the date of incorporation of the University.

2. Application

This Regulation shall be applicable to all student societies and clubs of the University and their respective activities. This Regulation reads as follows :-

SOCIETIES AND STUDENT ACTIVITIES REGULATIONS

1. Interpretation

In this Regulation, unless otherwise stated :-

“activities” include all functions and events organised by any Society or Student/s;

“Advisor” refers to an appointee of the University who is normally an Academic Staff;

“Auditor” refers to a Student duly elected as such, whose role is to ensure compliance by the Society with its Constitution and the Laws of the University which the Society is subject to. In order to maintain its independence, auditors shall -

(a) report all incidences of failure of compliance on the part of the Society directly to DSA; and

(b) abstain from participation in the decision making process of or activities conducted or managed by the Society when such participation would compromise their independence;

“DSA” means the Department of Student Affairs or any division, department, unit or authority of the University for the time being in charged with matters relating to student affairs or relations;

“Society” includes any society, committee, club, class or group formed by Students;

“Students” means all registered students of the University; and

“Council” and “President” shall mean the Council and the President of the University respectively.

2. Approval

No Society shall be formed without the approval of the Council or continue in existence where such approval is withdrawn provided that the President may give provisional approval for the initial activities of a Society pending the approval by the Council of that Society’s Constitution.

3. Constitution

- (1) Each Society shall have a set of rules to be known as “Constitution” which must be approved by the University Council.
- (2) All proposed amendments to the Constitution shall be forwarded to the University for approval before it can be tabled at any Annual General Meeting/ Extraordinary General Meeting of the Society.
- (3) All Constitutions of the Societies shall, unless otherwise proposed and approved in such other form or content, be in the prescribed form obtainable from DSA.

4. Memberships

Students who are currently registered in the University courses shall be eligible for membership of a Society except those who are on leave of absence status.

Amended on
17 Feb 2011
and
14 June 2011

5. Categories of Membership:

There shall be 2 categories of Membership, namely :-

- (a) Ordinary Members, who have voting rights and can hold any position in the Society; and
- (b) Associate Members, who are allowed to participate in the Society’s activities but with no voting rights and cannot hold any office in the Society.

6. Office Bearers

The names of the elected office bearers and Committee members of a Society shall be submitted to the Head of Student Affairs within 10 days of their election.

7. Advisor

Each Society shall have at least one Advisor who shall be appointed by the University and have such powers as provided for in the Constitution of the Society.

8. Financial Matters

- (1) The funds of all Societies shall be kept with the University's Division of Finance who shall cause a special account to be kept for each Society.
- (2) All expenditure and financial commitments of a Society must be approved either as primary budget or authorised as supplementary budget by a meeting.
- (3) No Society shall raise funds from the public without the prior written approval from the President.

Amended on
17 Feb 2011

9. Activities

- (1) The activities of a Society shall be within the framework of the objectives outlined in its Constitution.
- (2) Activities which involve participation by persons who are not Students or employees of the University shall not be organised by a Society without the prior written approval from the President or by delegation, the Head of Student Affairs.
- (3) All Societies shall normally conduct their meetings within the University premises. Prior written approval must be obtained from DSA for meetings conducted outside of the University premises.
- (4) The use of University premises by any Society must be with the prior approval of the Head of Student Affairs.

Amended on
17 Feb 2011

10. Duties and Responsibilities of Societies

- (1) A copy of the minutes of all meetings of the Executive Committee of a Society shall be sent to the Head of Student Affairs within 10 days of such meeting. The minutes should be signed by the Chairperson and the Secretary, and noted by the Advisors.
- (2) Each Society shall submit to the Head of Student Affairs at the end of the term of office the following :-

Amended on
12 Jun 2012

(a) A complete report of all activities undertaken during the year, signed by its Chairperson, attested by the Secretary and noted by the Advisor(s); and

Amended on
12 Jun 2012

(b) An annual financial report of the Society, signed by the Chairperson and Advisor(s), to be submitted within 14 days from the last date of the annual term of the Executive Committee.

Amended on
12 Jun 2012

11. General

- (1) The President shall have the authority to compel any Society to add delete or amend any article(s) in its Constitution as and when the President shall deem fit and expedient.
- (2) No Society shall be affiliated with any external organisation without the prior written approval from the President.
- (3) A Society shall cease to exist if the approval for its Constitution is subsequently withdrawn by the Council.
- (4) In the event of a dissolution of a Society, all debts and liabilities of the Society shall be discharged and any residue property and monies of the Society shall be settled in the manner as directed by the Head of Student Affairs.
- (5) In the event of any dispute in the interpretation of the Constitution of any Society, the decision of the President shall be final.
- (6) No Society shall make any press statements whether by itself or through any of its office bearers or members without prior written approval from the President.

12. Operating Procedures

In amplification of the provisions of this Regulation and to ensure due regulation of the functions and operations of Societies, it is hereby established the **Operation Procedures for Student Societies & Clubs**.

Amended on
17 Feb 2011

13. Breach of Regulation

The breach of any one or more of any provisions of this Regulation shall subject a Society, its members and office bearer or Students to disciplinary action by the University pursuant to the **Student Code of Conduct** Rule.

OPERATION PROCEDURES FOR STUDENT SOCIETIES & CLUBS

Amended on
17 Feb 2011

1. Purpose

This Operation Procedures for Student Societies and Clubs regulates the establishment and functions including day to day operation of Societies and the conduct of and management by Societies of their activities.

2. Criteria for Registration Of A Society

- (1) Any proposed Society shall have its membership limited to currently enrolled Students. Amended on
14 Jun 2011
- (2) A proposed Society must represent the interest of the members and the control of the Society must be within the local campus group. The Society must not have any affiliation with any organisation outside the University without the prior written consent of the University.
- (3) The proposed Society shall agree to comply with all rules, regulations, policies and procedures established by the University and with all other applicable written laws.
- (4) The proposed Society must not :-
 - (a) have any illegal or immoral objectives, aims and goals; or
 - (b) propose or conduct or engage in any activities which would violate the Laws of the University or all other applicable written laws relating, or materially and substantially disrupt the work and discipline of the University.
- (5) The objectives of the proposed Society must not be in conflict with the purposes & objectives of the University. Amended on
17 Feb 2011
- (6) The proposed Society must have a minimum number of fifty founder members who are current Students of the University. Amended on
14 Jun 2011
- (7) Registration may be denied if the purposes therefrom are within the scope of another existing Society.

3. Application

- (1) An application for preliminary registration shall be made by completing 3 copies of the Application Form DSA/SS/2 together with a draft Constitution of the proposed Society which application is to be submitted to the Head of Student Affairs.

- (2) The President of the University may grant preliminary/provisional registration to the proposed Society.
- (3) Within a period of six months from the date of obtaining the preliminary/provisional approval aforementioned, the Society shall organize a General Meeting to formally adopt the Constitution of the Society.
- (4) The Constitution will then be submitted to the Council for approval through DSA.
- (5) The Society will be informed of the date of approval of the Constitution by the Council. The Society shall be deemed as officially registered on the date of approval of the Council.

4. Reports

A Society must submit to DSA the reports stated below within **one week** after its Annual General Meeting (normally held in May/June/July) :-

Amended on
17 Feb 2011

- (a) a report on activities of the preceding year; and
- (b) an annual financial report on all revenues received and monies expended by the Society.

5. Suspension of Registration

(1) A Society may be suspended upon any of the following grounds, namely :-

- (a) failure to maintain compliance with the initial requirements for registration;
- (b) cessation in operating actively as such;
- (c) operating or engaging in any activity in violation of the Laws of the University or written laws; or
- (d) failure to submit any required reports.
- (e) failure to maintain a minimum membership of 50 members for 3 consecutive trimesters.

Amended on
17 Feb 2011

- (2) A Society which has been suspended may not hold meetings, engage in or sponsor any activity or programme.
- (3) Where a Society is suspended upon grounds stated in paragraph (1) above, the Society shall be afforded the opportunity of a hearing before the Head of Student Affairs to have the suspension order lifted.

- (4) A Society without any active members shall remain suspended until it has recruited new members. Amended on
17 Feb 2011
- (5) A Society that fails to recruit a minimum of 50 new active members within 24 months after it has been declared suspended will be closed. Amended on
17 Feb 2011
- (6) The account balance of a closed club or society in any one of the campuses will be transferred to a relevant existing club / society to be determined by SMC. Amended on
17 Feb 2011
- (7) If there is no relevant existing club / society in other campuses, the account balance shall be transferred to the "Student Welfare Fund". Amended on
17 Feb 2011

6. Correspondence/Letters etc.

- (1) All correspondence of Societies shall be signed by the Secretary of the Executive Committee and countersigned by the Advisor of the Society.
- (2) Applications for organising of functions, activities etc. shall be recommended by the Advisor of the Society and addressed to the Head of Student Affairs. In the case of a Course-based Society, it shall be further approved by the Dean of the Faculty/Institute. Amended on
17 Feb 2011

7. External Correspondence

- (1) Any correspondence with an external individual or body or the media shall be signed by the Secretary of the Executive Committee, countersigned by the Advisor of the Society and in the case of a Course-based Society, it shall be further countersigned by the Dean of the Faculty/Institute. All external correspondence shall be sent officially via DSA. DSA shall peruse all mails/letters before they are sent to the external individual or body. Amended on
17 Feb 2011
- (2) Invitation to External Individuals for Talks/Functions
- (a) No external individual may be invited to attend any function or to give a talk unless approval has been granted by the President or by delegation the Head of Student Affairs or any Staff authorised by the President.
- (b) In the case of an application to invite external speakers, the request shall contain the name of the sponsoring Society, the proposed date, time and venue of the meeting, the expected size of audience, the name, address and occupation of the proposed speakers and topic and synopsis of the speech. Amended on
17 Feb 2011

- (c) In the case where the Prime Minister, Cabinet Ministers, Members of Parliament or other dignitaries are Guests of Honour, Students must ensure that :-
 - (i) guests should arrive on time and are seated before the arrival of the Guest of Honour. Circulars should be sent to all those attending, emphasizing to them the importance of this protocol.
 - (ii) the programme is carried out as scheduled. Any issue relating to protocol should be clarified and addressed beforehand.
 - (iii) there are one or more officials at the function to welcome the Guest-of-Honour and escort him to his seat.
- (d) In the case of an application to invite external individuals to attend student functions, information such as the name and occupation of the guests and the reason for the invitation should be included.

8. Organising Student Functions And Other Activities

(1) Endorsement By Committee

- (a) Societies/Committees or classes intending to organise functions or activities shall first discuss and formally endorse the proposal during one of its meetings.
- (b) Upon adoption of the proposal, an Organising Committee shall be appointed during the same meeting. The Organising Committee shall include a Chairperson, an Honorary Secretary, an Honorary Treasurer and other Committee Members. Other posts such as Deputy Chairperson, Assistant Honorary Secretary or Assistant Honorary Treasurer are optional. One or more Auditors shall also be appointed at the same time by the Organising Committee.

Amended on
12 Jun 2012

(2) Application

The prescribed Application Form (available from DSA together with the prescribed procedures) must be completed and duly obtained by the Secretary of the Organising Committee. Recommendation(s) must be obtained from the Advisor and Dean of the Faculty/Institute (for a Course-based Society). All applications must be submitted to the Head of Student Affairs for approval within the prescribed deadline.

Amended on
17 Feb 2011

(3) Fund-Raising

Under no circumstances should personal profit be gained by individuals or groups from proceeds raised through officially approved fund-raising projects of all Societies. All funds raised by Societies should be channelled strictly towards the running cost of their approved activities and budget. Prior written approval must be sought from the relevant external organizations/authorities for activities which involve members of the public, e.g. newspaper collection etc.

(4) Sponsorship (Monetary or Otherwise)

Prior approval must be obtained from the Head of Student Affairs or his representative before any Society can enter into any agreements/contracts, verbal or written, with any external organizations. The terms and conditions of the sponsorship or co-sponsorship must be clearly stated and under no circumstances should they affect the image or dignity of the University in any way.

(5) Prohibited Sponsors

Manufacturers, agents, vendors or individuals for or strongly associated with any of the following are not allowed as sponsors of student activities:

- (a) cigarettes and tobacco related products;
- (b) alcoholic beverages and substances;
- (c) non-halal items;
- (d) products which are generally hazardous to health;
- (e) items which may encourage behaviour or activities that are obscene, immoral or subversive
- (f) items which may incite sedition, racism or religious intolerance or are a threat to national security; and
- (g) any other items which are deemed contradictory to the University's goals and objectives as an institution of higher learning. A regular update on such items shall be issued by the Head of Student Affairs.

Amended on
17 Feb 2011

(6) Signages, Advertisements and other Publicity by Sponsors

- (a) Features of Signages & Banners
 - (i) Size not exceeding 40sq.ft (max. 2 units).
 - (ii) Not related to a prohibited sponsor stated in paragraph (5) above.

- (b) Backdrop
- Sponsor's logo must not be bigger in size than the University logo and located at the lower panel of the backdrop. Amended on
17 Feb 2011
- (c) Other publicity material:
- Not bigger than A3 size (max 2 units) Amended on
17 Feb 2011
 - For size bigger than A3 special approval must be sought from DSA.
- (d) Placement
- Signages, advertisements and other publicity materials are to be placed at locations approved by DSA/Faculty/Institute upon the following guidelines: Amended on
17 Feb 2011
- (i) All posters, notices, and similar publicity materials are to be placed at designated noticeboards only. No materials are to be pasted on walls, door and other areas not designated as noticeboards. Amended on
17 Feb 2011
- (ii) All banners are to be located at approved locations within the University. Amended on
7 Jul 2011
- (iii) A fine of RM10.00 will be imposed on each poster or banner or other publicity material displayed at non-designated places and which will be removed immediately without notice. Amended on
7 Jan 2014
- (e) Taking down signage, advertisement and publicity materials
- The Society that had displayed the notices/signage or publicity materials shall also be responsible for removing these notices within ONE (1) working day after the event had taken place. A fine of RM5 will be imposed on each notice/signage, advertisement or publicity material not removed accordingly. Amended on
7 Jan 2014

Amended on
17 Feb 2011
- (7) Sales and Promotional Activities by Sponsors
- (a) Distribution of product samples
- All samples given out to students must not be related to items mentioned in paragraph (5) above.
- (b) Data mining
- All documents used to capture student details must be approved by DSA.
- (c) Sale of items
- (i) Subject to approval from DSA, sponsors may sell their products when the event sponsored is taking place. Amended on
17 Feb 2011

- (ii) Sale of such items shall take place at the location of the event and the space taken for such purpose should normally not exceed 40 sq ft.

Amended on
17 Feb 2011

(8) Promotional Materials

- (a) All promotional materials must not be products mentioned in paragraph (5) above.
- (b) A sample of any promotional material must be submitted to DSA at point of application for the event.
- (c) The Society and vendor to submit the prescribed form 2 weeks in advance together with the Society's proposal and recommendation by its Executive Committee.

(9) Activities during Promotion

- (a) All activities during promotion must be included in the proposal and approved by DSA.
- (b) Noise level of all activities must be suitable for the venue assigned and must not interfere with classes.
- (c) Activities by promoters are limited to the designated location for the event or promotion.
- (d) Promoters must be neatly and decently attired.

(10) Advertisements

- (a) All correspondence with potential advertisers and sponsors must have the prior written approval of the Head of Student Affairs or appointed representative. All cheques being payment of advertisements should be made payable to 'Universiti Tunku Abdul Rahman' and sent to the Head of Student Affairs.
- (b) Advertisements should be canvassed by Students themselves. All payment must be authorised by the Head of Student Affairs. A full statement of accounts together with receipts must be submitted to the Head of Student Affairs within one month of publication of the advertisement.
- (c) Students, in the course of performing official work for their Societies, should not accept tangible benefits or benefits in kind from commercial companies. Should such benefits be offered, they must be disclosed to DSA and used as prizes for events organized by the Society concerned.

(11) Accounts

- (a) All income and expenditure must be supported by receipts or other relevant documents and properly recorded.

(b) After each function, a statement of account must be prepared by the Honorary Treasurer. **THE BRIEF GUIDE ON ACCOUNTING OF UNIVERSITI STUDENT SOCIETY**” Ref. No. DSA/SS/5 will serve as a guide to Students in this respect.

Amended on
17 Feb 2011

(c) The accounts together with supporting documents shall be forwarded to the Auditor/s for audit purposes.

(d) The audited accounts must be tabled at the meeting of the organising committee for adoption.

(e) The account so adopted shall be signed by the Treasurer, the Chairperson and the Advisor and submitted not later than ONE MONTH from the date of the function to the Head of Student Affairs.

Amended on
12 Jun 2012

(12) Logistical Requirements/Arrangements

Societies/Students/organisers are advised to liaise with the relevant departments and faculties/institute on the necessary physical requirements/ arrangements for any student functions held within the University premises (e.g. Public Address system, projectors, tables, chairs, benches, etc.) upon obtaining the approval from DSA.

Amended on
17 Feb 2011

9. **Student Tour or Visits**

All tours/visits organised by Societies/committees must be planned properly and ample time must be allotted for processing and obtaining permits from JPJ and other relevant authorities.

(1) Local Tours/Visits

The Application Form DSA/SA5 (available at DSA together with the prescribed procedures) must be duly completed and submitted by the organiser to the Head of Student Affairs within the prescribed deadline.

(2) Outstation Tours/Visits

Tours/Visits organised outside the state of Selangor for Students based in PJ or KL Campuses and outside the state of Perak for Students based in Perak Campus must meet the following requirements:

(a) All legal requirements are met;

(b) Information relating to itinerary to be submitted;

(c) The Application form DSA/SA5 (obtainable from DSA together with the prescribed procedures) must be duly completed and submitted by the Organiser to the Head of Student Affairs at

least **six weeks in advance** (if using University buses) or **three weeks before the event/departure date** (if using external transport). This is in order that sufficient time is given to DSA to obtain, on behalf of the Organiser, all relevant Ministry permits necessary to undertake such a tour. DSA will not entertain any late applications in this matter.

- (d) The name list of participants submitted by the Organiser to the Head of Student Affairs shall be final and normally no additional names will be entered once the list is submitted.

Amended on
17 Feb 2011

(3) Student Groups Travelling Abroad

In addition to the requirements stated in paragraph (2) above, Students travelling abroad on official trips organised by Societies are requested to furnish the following information at least 6 weeks prior to the date of departure to the Head of Student Affairs:

- (a) Full name, passport number and expiry date thereof and matriculation numbers;
- (b) Itinerary including name and address of hotels or other accommodation;
- (c) Duration of Travel;
- (d) Contact number in the event of emergency;
- (e) Purpose of Travel;
- (f) Mode of Transport including flight and other transportation details;
- (g) Name and telephone number of Travel Agent;
- (h) Indemnity Forms; and
- (i) Insurance documents.

10. Organising Meetings

Societies, Organizations and Committees intending to hold meetings and talks will have to inform DSA. The prescribed application form to inform DSA should be completed and submitted to DSA within the prescribed deadline.

Amended on
17 Feb 2011

11. Booking of Venue

Societies, organizations and Committees organising functions, meetings, talks and other activities are required to apply for the use of venues on campus. Applications shall be made in the prescribed forms and submitted to DSA within the prescribed deadline.

12. Student Publications

- (1) All Societies intending to publish newsletters, journals etc. must apply for the approval from the Head of Student Affairs.
- (2) Draft texts for all student publications must be submitted to DSA for approval at least one (1) month before publication. All contributions must bear the full name of the writers. Articles with pseudonyms should not be considered for publication. Five (5) copies of the publication must be submitted to DSA.

Amended on
17 Feb 2011

13. Posters & Notices

- (1) Posters, banners or flyers must be approved by DSA before they can be displayed. All notices shall be scrutinised by the Advisors of the respective Society and edited by an English Language Lecturer (if it is written in English).

- (1A) A fine of RM50.00 will be otherwise imposed on every display of unapproved banner/notice/advertisement.

Amended on
7 Jan 2014

- (2) Size and contents of posters and notices.

The provisions of Section 8(6) of this Operation Procedures shall apply and where necessary, with such modifications.

Amended on
17 Feb 2011