

IMU Student Representative Council

Clubs and Societies Regulations

Adopted on 1st February 2013

Amended on 4th February 2013

Amended on 10th March 2013

Section 1. Introduction	4
Section 2. Affiliation	4
2.2. Process of Affiliation.....	4
2.3. Affiliation Pack Submission	5
2.4. Rejection of Affiliation.....	6
Section 3. Starting a Club or Society	7
3.1. General Timeline	7
3.2. Initial Registration.....	8
3.3. Constitution	8
3.4. Inaugural General Meeting.....	8
3.5. Probation	9
3.6. New Club Affiliation	10
Section 4. Maintaining Affiliation	10
4.1. Responsibilities	10
4.2. Constitution	11
4.3. Annual General Meeting.....	12
4.4. Membership.....	13
4.5. Events	13
Section 5. Disciplinary Actions.....	14
5.1. Actions.....	14
5.2. Disciplinary Powers.....	15
5.3. Disaffiliation	15
5.4. Abolishment.....	15
Section 6. Communications	16
6.1. Club General Meetings & Board of Chairmen Meetings	16
6.2. Disciplinary Actions	17
Section 7. Planning and Organizing Events.....	17
7.1. Documents, and Requirements.....	17
7.2. Postering Policy.....	17
7.3. External and Guest Speakers	18
Section 8. Certificates	19
8.1. Issuance of Certificates	19
8.2. Special provisions for event specific certificates	20
Section 9. Operating Responsibilities	20
9.1. Assets.....	20
9.2. Off Campus Activities	21

9.3. Competition Prizes	21
Section 10. Financial Management Responsibilities	21
10.1. Annual Budget & One Year Plan.....	21
10.2. Maintaining Financial Records	22
10.3. Claiming Budget Allocations.....	23
10.4. Audit	24
Section 11. Loan	24
Section 12. Student Development Committee (SDC)	26
Section 13. Election of Club Executives & Committee Members	27

Section 1. Introduction

The International Medical University supports an atmosphere where students can openly share ideas, interests, and concerns. Through involvement with co-curricular activities and attendance at programs organized by student groups, students can develop their skills, knowledge, attitudes and behaviours in regards to ethics, communications, management, vision and aesthetics, as well as find opportunities to confront and discuss ideas that may be new to them. Involvement in co-curricular activities plays an important and complementary role to learning in the classroom, and the University strongly supports student creation and involvement in organizations.

This document aims to provide a guide to students in planning and implementation of extra-curricular activities.

Section 2. Affiliation

- Affiliated Clubs are entitled to the funding and support provided by SRC, and enjoy official recognition by the university, which include:
 - a) The name “International Medical University” may be used in its title;
 - b) The Club may be assigned space in the University buildings and on the University grounds for meetings or any other approved events;
 - c) Access to student association fees that is legislatively apportioned by the Student Representative Council;
 - d) Assistance of the Student Services Department, including funding, leadership, marketing, publicity trainings and program planning advices.
- Affiliation must be done yearly; and the affiliation pack must be submitted to SRC within the 14 days from end of the financial year (i.e 14 days from 31st March) which the club will be granted provisional affiliation till notice of affiliation is given.

2.2. Process of Affiliation

- a) The Club must give at least seven (7) days notice of the Club’s Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). This is achieved by:
 - i. Sending an email to the Club mailing list and to SRC at least seven (7) days before the Club AGM or EGM. The notice must be in the form of agenda of the meeting; (*Club and Societies Model Constitution Section 7.1.3*)
- b) Clubs must hold an AGM once every twelve (12) months by end of Financial Year, in March;
- c) Quorum for an AGM or EGM is fifteen (15) Club members or one half of the club membership, whichever is the lesser. Proof of attendance is required in the form of a signed attendance list which includes names, student numbers and signatures;

- d) The Club needs a constitution which complies with the minimum requirements of SRC as outlined in Section 4: Maintaining Affiliation, Regulation 4.2.c).
 - i. New Clubs adopt a constitution by a vote at their first AGM or EGM and may use the relevant model constitution.
 - ii. Existing Clubs may amend their constitution at the AGM or EGM by a vote according to their constitution.

- e) Elections for executive positions need to occur at least once every twelve (12) months.
 - i. Executive elections must be democratic and in compliance with the requirements of the club's constitution. Any club member is eligible to be nominated to any executive position. All club members are entitled to one (1) vote. The results of the election are final. The incumbent executive may not bias the results of the election in anyway, for example they may not refuse nominations of eligible candidates or have their votes weighted more strongly.
 - ii. Clubs must elect at an AGM at least a President, Secretary, and Treasurer. One member of the executive may hold two positions, with the exception that the positions of President and Treasurer may not be held by the same person.
 - iii. Executive positions may be referred to by other names but must be indicated as such in the club's or society's constitution.
 - iv. Regulation Section 13.h) applies in elections of executives of a club.

- f) Annual reports from relevant executives are to be heard and tabled at the AGM.
 - i. Clubs and societies must present both a President and Treasurer's Report;
 - ii. New Clubs do not need to present annual reports at their first AGM.

- g) Where proxies are allowed in the club's constitution, a club must allow club members who are entitled to cast a vote at a meeting to vote by proxy.

2.3. Affiliation Pack Submission

- a) Clubs must submit an Affiliation Pack within fourteen (14) days of the AGM with the following documents attached (electronically where possible): (*Clubs & Societies Model Constitution 7.1.6*)
 - i. Full membership list (Names, Student number, Email address);
 - ii. Financial reports. The reports are summaries of all financial transactions made by the club throughout the financial year (New Clubs do not need to attach this);
 - iii. Recent bank statement (within last 3 months). The bank statement must match generally with the financial report (New Clubs do not need to attach this) – Applicable for clubs that own a bank account to manage the funds of the club;
 - iv. AGM attendance list (Names, Student number, signatures);

- v. AGM minutes (showing all resolutions at the meeting; these may include election results, constitutional amendments, acceptance of executive reports, etc.);
 - vi. The Club's constitution (if it is amended at the meeting, the amended version is submitted). The constitution must meet the minimum requirements of SRC outlined in Regulation 4.2.c)
 - vii. Contact Details of the Executive, including Mobile Number, Student Email, and alternative Email of all members of executive.
 - viii. Full financial year account
- b) When considering the affiliation of new Clubs or the re-affiliation of existing Clubs that have amended their constitution, the Committee:
- i. Examines all documents to ensure that they are complete and legitimate; any misleading information given by the Club will prevent affiliation;
 - ii. Ensures that the aims, objectives and name of a proposed new Club are not substantially similar to an existing club.
 - iii. Clubs that do not fulfil these criteria are given a chance to resubmit affiliation forms and will be notified of problems by email from SRC.
- c) *Delete*
- d) Affiliation process is only complete upon notice given by SRC.
- e) The responsibilities for affiliated clubs are outlined on the affiliation form. By signing the affiliation form the Club executive agrees to abide by these responsibilities.

2.4. Rejection of Affiliation

- a) The reasons for rejection of affiliation or the Club fails to receive a notice from SRC on the status of affiliation within thirty (30) days from the last day of Affiliation pack submission :
- i. The club has external affiliation with organizations (e.g. Rotary International)
 - ii. 70% of the members are members of another single club (excluding any Faculty clubs)
 - iii. The club is suspended or abolished.
 - iv. 70% of the members are members of another single club which have been abolished or suspended for the last 12 months.
 - v. The Club does not have at least 2 unique or substantially differing and achievable aims and objectives; which this is at discretion of SRC to assess.
 - vi. it has a name which does not reflect its stated aims;
 - vii. it contains aims which are militaristic, sexist, racist, or promote racial, sexual or religious discrimination;
 - viii. the applicants have failed to fulfil any other procedural requirements for affiliation as stipulated by the forms;

- ix. the applicants cannot demonstrate upon request by the SRC that they are servicing a student demographic distinct from an existing club or society;
- x. less than 75% of the SRC council members approve the establishment or re-affiliation;
- xi. the Club does not meet the events requirement as stipulated by SRC;
- xii. the Club fail to submit reports for 2 financial quarters (consecutively or non-consecutively) to SRC in that financial year;
- xiii. The Club fail to adhere to any of the requirements stipulated in Regulation 2.3.a);
- xiv. The newly formed club does not pass the probation period as assessed by SRC;
- xv. or any other reasons that SRC deemed valid and substantial to reject the affiliation.

Section 3. Starting a Club or Society

3.1. General Timeline

Stage	Date	Actions	Notes
Prior to registration		Interest & Preparation	Recruit 5 pro-tempore committee members Recruit 15 members Get a Faculty Advisor
Initial Registration	Week 1 of July	Initial Application Opens	Meet SRC for ECA Registration Form
	Week 3 of July	Application Closes	Final submission of application form for new establishment.
	Week 4 of July	SRC Consultative Meeting	Attend Consultative Meeting; If approved, invitation to draft Constitution issued with meeting times for subsequent two weeks. If denied, advised with reasons, resubmission invited within 2 weeks, If no resubmission, application considered closed.
	Week 1-2 of August	SSD Approval	Obtain approval from SSD.
Constitution	Week 1-2 of August	Constitution drafting	Clubs that do not complete the constitution in the Constitution weeks will forfeit their application
Inaugural General Meeting	Week 3 of August		
BOC Meeting	September		
Probation	6 months from 1 st	Probationary Period	The Club will be given probationary status.

	August	
AGM & Affiliation	By 31 st March after 6 months from Sept.	As per Section 2

3.2. Initial Registration

- a) The interested group must obtain ECA registration form from the SRC, and submit the completed form to Student Services for approval.
- b) The club or the interested group must be able to achieve the following in the initial registration process:
 - (1.) Recruit five (5) pro-tempore committee members;
 - (2.) Recruit at least 15 members that shows interest in the club;
 - (3.) Complete the Registration Form
 - (4.) Constitution (Regulation 3.3)
- c) The pro-tempore committee members must arrange a SRC Consultative Meeting with SRC chaired by the rep (Sports Representative, Social Concerns Representative or Cultural & Religious Representative) that manage the club.
- d) The SRC Consultative Meeting members are members of the Student Development Committee and the President.

3.3. Constitution

- a) One or more of the pro-tempore committee members must attend a meeting with the SRC to prepare their Constitution using the Standard Constitution (Appendix 1) and the Name and Aims approved by the SRC Consultative Meeting. In exceptional circumstances, clubs may draft their own constitution according to the requirements as per Regulation 4.2.

3.4. Inaugural General Meeting

- a) After the approval of the club constitution, the first official meeting of a new club must be the Inaugural General Meeting as part of the affiliation process.
- b) The club will be given a second attempt to alter the mistakes any of steps before obtaining SSD approval.
- c) The procedure of the IGM must include:
 - i. Notice in the form of an agenda for the Inaugural General Meeting shall be no less than seven (7) days, and is to be:
 - (1.) Given in writing to SRC;
 - (2.) Given in writing to all members that expressed interest in joining, or upon approval by SRC displayed in a way that

will guarantee an acceptable level of exposure among club members.

- (3.) Contains date, time and venue;
 - (4.) Notice must be in the form of Agenda.
- ii. The IGM must be held on campus, on an academic day.
 - iii. Things to be taken during the meeting:
 - (1.) Take minutes of IGM by pro-tem secretary
 - (2.) Take attendance list including following details: name, student ID and signature.
 - (3.) Ensure that quorum is reached; 15 current students of International Medical University must be reached for quorum to be reached.
 - (4.) Adopt the draft constitution
 - (5.) A complete membership list conformant to Regulations 4.4
 - iv. Elections in Inaugural General Meeting :
 - (1.) The pro-tem committee must relinquish their duty when IGM is called.
 - (2.) A open and democratic election must be called to elect the Executive of the club and other committee members.
 - (3.) The elected members of the Executive will carry out duties of the club or society over the 6 months probation period, which duties will end after the 6 months probation period.
 - (4.) Withstanding to Regulation 3.4 c. iv. (3) , the elected Executive must convene an Annual General Meeting by the end of the probation period.
 - v. Documents to be submitted within 2 weeks after Inaugural General Meeting (electronically whenever possible):
 - (1.) Minutes of the IGM
 - (2.) Club Executive Officers details, including contact details
 - (3.) Adopted Constitution
 - (4.) Club Membership list

3.5. Probation

- a) During the probation period, the club in discussion must fulfil the following regulations :
 - i. Full committee throughout the probation period;
 - ii. Maintain at least 15 members excluding the committee members;
 - iii. Organise at least one minor event in the 6 months period;
 - iv. No loan taking;
 - v. The club is not facing any disciplinary actions from SRC and/or the University; and
 - vi. Any other requirements which 75% or two-third of the SRC council members deemed necessary for the club to be upgraded to a fully affiliated club.

- b) Clubs in probation period will receive funding up to RM700.00 only, unless a motion is tabled during SRC meeting to allow increase in funding to the aforementioned club.

3.6. New Club Affiliation

- a) After the 6 months probation period, the club will undergo the same procedures as all other full clubs as outlined in Regulation 2.2 and its subsections.
- b) Should the club failed to be affiliated to SRC, the club would be considered abolished, and will not be allowed to be revived for twelve (12) months.
- c) The club in discussion will be given a written notice on the reason why the club failed to affiliate.
- d) Once affiliated, members of the Executive must :
 - (1.) Fullfill all requirements of a fully affiliated club.
 - (2.) Arrange a meeting with IT Representative of SRC to set up an official email account for the club.

Section 4. Maintaining Affiliation

All clubs and society must re-affiliate themselves by complying with the following rules and regulations, and the deadlines contained therein. Clubs and societies that do not fulfill the requirements will be disciplined under the Disciplinary Regulations.

4.1. Responsibilities

- a) Responsibilities of the Club to remain affiliated prior to annual affiliation:
 - i. Club executives bear the responsibility for the Club to remain affiliated.
 - ii. Through the Executive, the executive ensures that the Club:
 - iii. Submits an up to date club membership list every 6 months (Regulation 4.4)
 - iv. Complies with the membership requirements of SRC;
 - v. Financial statements 4 times a year; May, August, November and February to respective representatives in SRC.
 - vi. Attends all Clubs General Meetings or submits apologies at least 24 hours before the relevant meeting;
 - vii. Attends Board of Chairman Meeting held in April & September or submits apologies at least 24 hours before the meeting;
 - viii. Displays the SRC logo on all Club publicity material and publications including the Club website (if the Club has a website);
 - ix. Updates SRC on any changes to the Club executive;
 - x. The Club executive also ensures that the Club:

- xi. Allows SRC access as an observer to all AGM's and EGM's of the Club;
- xii. Financial accounts are up-to-date and open for inspection by SRC for spot audits (1 week notice will be given);
- xiii. Financial accounts are sent to SRC for quarterly audit;
- xiv. Financial accounts are sent to external auditors for yearly audit;
- xv. Abides by any requests by SRC related to a complaint regarding the Club;
- xvi. Allows SRC the right to monitor any Club activity

4.2. Constitution

- a) Each club must have a constitution to govern their daily operations, and to guide the executives of the club to run the club effectively and efficiently.
- b) Clubs may adopt the *Clubs and Societies Model Constitution* or may adopt a different constitution drafted by the executives and must be consistent with Regulation 4.2 and *Clubs and Societies Model Constitution*.
- c) Requirements of provisions in Constitution :
 - i. The following provisions in the *Clubs and Societies Model Constitution* without amendment: Section 3; Section 6; Section 8
 - ii. provision for an Annual General Meeting in line with Regulation 4.3;
 - iii. provision to comply with membership requirements in Regulation 4.4.
 - iv. the club's name and aims;
 - v. a definition of eligibility for membership of the club;
 - vi. the formal decision-making of the club;
 - vii. provision for general meetings to overturn any committee decision;
 - viii. provision for the notification and convening of general meetings, the quorum requirement for general meetings and provision for the calling of general meetings by ordinary members;
 - ix. provision for a President, a Secretary, a Treasurer or a Secretary/Treasurer, all of whom must be current International Medical University students; powers of the club committee; provision for the annual election of the Committee; provision for impeachment of Committee members;
 - x. provision for all Executive and Club Committee positions to be fairly and democratically elected by the club's members at the time of the Annual General Meeting;
 - xi. provision for invalidity of positions being assistant or vice to a position among the Executive or Committee Members.
 - xii. provision for financial management of the club;
 - xiii. provision for amendment to the constitution;
 - xiv. provision for the expulsion of members, consistent with these Regulations;
 - xv. provision that the club is not for profit;

xvi. provision for winding up indicating the club's chosen winding-up beneficiary.

- d) Amendments to the Constitution:
 - i. The Constitution of the club may be amended by a resolution carried by two-third of the club members at a General Meeting in line with requirements outlined in Regulation 4.2
 - ii. The amended constitution must be submitted to SRC for rectification, usually during affiliation or re-affiliation.
 - iii. The amendments take effect immediately after obtaining two-third majority of the club in a General Meeting fulfilling requirements outlined in Regulation 4.3 and after SRC rectification;
 - iv. The amendments may not be applied retrospectively.

4.3. Annual General Meeting

- a) Each club must ensure Annual General Meeting is held in every financial year.
- b) The Annual General Meeting must be called on or before 31st March of every year, but not any time before 15th February of any financial year.
- c) Requirements for Notice of General Meeting as per 3.4.c).
- d) Businesses that must be transacted during a Annual General Meeting:
 - i. Attendance taking, including the Name, Student ID, and signature;
 - ii. Reports shall be presented by at least the President and the Treasurer;
 - iii. Full financial reports shall be presented and adopted;
 - iv. Elections for a new Executive shall be conducted;
 - v. Constitutional amendments and other motions on notice may be discussed and voted upon.
 - vi. receiving of the auditor's report on the financial affairs of the Club/Society for the last financial year*;
 - vii. presenting of the audited statement to the meeting for adoption* and appointment of signatories for financial dealings among the newly elected Executives*.

**if applicable*
- e) Every resolution of the meeting must be minuted.
- f) Documents to be submitted within fourteen (14) days from the date of AGM, as part of the Affiliation Pack outlined in Regulation 2.3.
- g) Quorum for the Annual General Meeting shall be fifteen (15) members or one half of the club membership, whichever is the lesser.

- h) Members of the Student Representative Council may act as the observer and/or may appoint independent observer(s), to attend the Annual General Meeting without notice to ensure that Regulations are adhered.

4.4. Membership

- a) The minimum requirement of members in any club is twenty (20) members excluding the committee members.
- b) A membership list must be submitted twice a year, in October and March (March submission is bundled together with Affiliation Pack submission)
- c) Any student or other person who supports the aims of the club may join.
- d) A club cannot expel a member on the grounds of race, sex, gender, religion; or political, moral or sexual view, provided that the member supports the aims of the club.
- e) All full members of a club have equal rights.
- f) Clubs that have an overlap in membership of more than 70% may be directed to merge by the SRC.
- g) 70% of club membership must not be from another club that is abolished.
- h) SRC must be notified the changes to the Executive and/or the committee members, seven (7) days prior to the Extraordinary General Meeting, and within fourteen (14) days, by submission of minutes of Extraordinary General Meeting after the meeting.

4.5. Events

- a) The club must fulfil event requirements in one financial year to remain affiliated:
 - i. One (1) Major Event, which must be either an event involving external parties eg other Universities or an event that is open to all IMU students and/or staff members; and
 - ii. One (1) Minor Event, which is limited to club members, or a certain demographic population of IMU, for example one cohort of students; and
 - iii. One (1) Fundraising Event
- b) Events that do not meet the criteria of any of the requirements in Regulation 4.5 (a) will be subjected to discretion of SRC, in which a proposal must be submitted for evaluation.

Section 5. Disciplinary Actions

5.1. Actions

- (a) Actions which disciplinary actions will be instigated:
- i. deliberately contravenes or fails to fulfill its obligations under these Regulations;
 - ii. misappropriates funds, or the committee believes upon a financial audit that the club has been financially mismanaged;
 - iii. provides manifestly false information in order gain unfair advantage;
 - iv. acts contrary to its own aims and/or deliberately breaches its own constitution;
 - v. fails to provide reasonable grounds as to why it;
 - (1.) refuses a student or any other person membership;
 - (2.) expels a student or any other person from membership;
 - vi. is less than 20 members excluding committee members;
 - vii. fails to comply with the membership requirements under Membership Regulations (Regulation 4.4)
 - viii. fails to comply with requests by SRC and/or other council members of SRC to produce books, documents, records or other material;
 - ix. promotes or engages in any discriminatory or violent acts
 - x. damages, defaces or steals the property of SRC and/or the University;
 - xi. participates in or encourages criminal activity;
 - xii. defaults on the repayment of any debt to the SRC or the University, or to any outside organisation where the organisation approaches the SRC to extract payment.
 - xiii. is the subject of a complaint that the club's actions;
 - xiv. fails to hold events as stipulated under Regulation 4.5(Orientation events; constitutional General Meetings and Welcoming Party are not members' events);
 - xv. fails to attend training or information sessions deemed by a motion of the SRC as compulsory for more than two (2) times, consecutively or non-consecutively;
 - xvi. loses or damages an asset (as defined in Regulation 9.1(a) before the end of its lifetime (three years);
 - xvii. breaches International Medical University rules in a way that has an tangible negative impact on the facilities and services available to all clubs;
 - xviii. activities that is inconsistent with Universities and University Colleges Act 1971;
 - xix. failure to comply any of the clause in Regulation 4.1
 - xx. administratively inactive for six (6) months, which qualifies for a disaffiliation, and nine (9) months which qualifies for an abolishment;
 - xxi. any other grounds that deemed by a motion of the SRC as breach of regulations.

5.2. Disciplinary Powers

- a) Disciplinary actions may be taken should the club fails to comply with the Regulations, and/or regulations of the University. Disciplinary actions can occur in the following way, but not limited to:
 - i. Abolishment; or
 - ii. Disaffiliation; or
 - iii. Suspension of access to Student Association Fees for not more than twelve (12) months; and/or
 - iv. Placed under probation up to six (6) months; and/or
 - v. Fine not more than RM20 per offence; and/or
 - vi. Withholding certificate issuance for the club.

5.3. Disaffiliation

- a) Disaffiliation can take place any time during the financial year, and SRC will notify the disaffiliated club in writing within fourteen (14) days.
- b) Disaffiliation is also the failure of re-affiliation during the turn of new financial year where clubs fails to attain affiliated status.
- c) Grounds where disaffiliation will compulsorily be imposed:
 - i. When the club is rejected its affiliation on grounds stated in Regulation 2.4; or
 - ii. When the club fulfill any conditions stipulated in Regulation 0 at any point of the financial year; or
 - iii. Administratively inactive for six (6) months; or
 - iv. Any positions of the executives are left vacant for more than two (2) months; or
 - v. Conditions where disaffiliation is imposed in Regulation 6.2.
- d) Disaffiliated clubs will be placed under probation for six (6) months, and the aforementioned club must comply with the regulations of probation in Regulation 3.5.
- e) Disaffiliated clubs placed under probation for six months will be assessed throughout the entire period, and the outcome of probation is :
 - i. Abolishment; or
 - ii. Invited to affiliate the club by means of submission of affiliation pack.

5.4. Abolishment

- a) Abolishment of the club in this context is disciplinary dissolution of the club.
- b) The club is abolished automatically, based on any of the following:
 - i. Administratively inactive for nine (9) months;
 - ii. Failed the probation period following a disaffiliation as stated in Regulation 5.3,
 - iii. Absent for two (2) consecutive meeting or training sessions deemed by a motion of the SRC as compulsory;

- iv. Three (3) consecutive miss of Club General Meetings;
 - v. Failed in organizing an Annual General Meeting as per required in Regulations.
- c) SRC reserves the right to abolish any clubs following :
- i. A motion is tabled to the council; and
 - ii. 75% or two-third of the council members voted in favour of the abolishment
- d) The abolished club is not allowed to be revived for a period of twelve (12) months.
- e) The dissolution clause in *Clubs and Societies Model Constitution* applies to abolishment of the club.

Section 6. Communications

Clubs General Meetings (CGMs) and Board of Chairmen Meeting (BOCs) are important ways SRC communicates with Clubs, which collectively are called General Meeting.

6.1. Club General Meetings & Board of Chairmen Meetings

- a) The aims of Club General Meetings include, but not limited to:
- i. Provides a platform for club executives to feedback on policies;
 - ii. Introduction of new policies passed & adopted by the council;
 - iii. Discussion and planning of university wide events;
 - iv. Update club executives on changes to operating procedures.
- c) The role of the General Meeting is to:
- i. Provide a forum for communication between SRC and Clubs. .
 - ii. Provide a forum for training and development of Club executives.
 - iii. Provide a forum for Clubs to ask questions and raise issues regarding services provided to Clubs.
 - iv. Club Executives must attend CGMs and BOCs.
 - v. To obtain feedback from club executives.
 - vi. A Clubs General Meeting is to be held at once in two months.
 - vii. BOC is to be held twice a year, usually in April and September, at the prerogative of SRC (Treasurer of SRC)
- d) Aims of the Board of Chairmen Meetings include, but not limited to:
- i. Provides training to club executives on running a club effectively;
 - ii. Allow management of the University to address executives of the club;
- e) SRC communicates with clubs and societies regularly using their club official email, therefore the clubs must regularly check their mailbox.

6.2. Disciplinary Actions

Clubs that miss Clubs General Meetings and Board of Chairmen Meetings without submitting apologies may be displaying a symptom of another problem in the Club. It is SRC early warning system for Clubs that may be experiencing problems. It is SRC's role to mentor the Club back to success. These Clubs are administered in the following way:

- a) 1st Miss of any meetings – SRC will inform the club in concern in writing.
- b) Two (2) non-consecutive miss of Board of Chairmen Meeting – Disaffiliation and placed in probation.
- c) Two (2) consecutive miss of Board of Chairmen Meeting – Immediate Abolishment.
- d) Two (2) non-consecutive miss of Club General Meetings – SRC to meet with Club Executive to discuss the problems they are facing.
- e) Two (2) consecutive miss of Club General Meetings – Disaffiliation and placed in probation.
- f) Three (3) consecutive miss of Club General Meetings – Immediate Abolishment

Section 7. Planning and Organizing Events

7.1. Documents, and Requirements

- a) All documents relating to organizing events must be completed and submitted to Student Services for approval two (2) weeks prior to the event. The documents are:
 - i. Form A (Event Proposal);
 - ii. Form B (Sponsorship Request);
 - iii. Form C (Loan Request);
 - iv. Detailed proposal of the event (Events with budget beyond RM500)
 - v. Venue Booking Form
- b) Documents relating to the event must be copied twice, in which:
 - i. Original copy will be kept by the Student Representative Council
 - ii. One duplicated copy to the student services
 - iii. One for the records of the club for audit purposes.
- c) The organising club, society or student body must adhere to Student Information, Regulations and Code of Conduct of the University, and assumes full responsibility for :
 - i. Financial Obligations
 - ii. Facilities and Equipments
 - iii. Conduct of Participants
 - iv. Risks of the participants.
 - v. Conduct, behaviour of external participants

7.2. Postering Policy

- a) Publicity of activities, which include posters, banners, notices, flyers need to be approved by any SRC members.
- b) Posters, notices or any publicity materials must follow the template as attached in Appendix, which bears the following in the information bar:
 - i. Logo/Name of your club;
 - ii. Logo and name of Student Representative Council; and
 - iii. Space for stamping by SRC;
- c) The contents of publicity material must not contain, but not limited to :
 - i. Explicit contents, images or words;
 - ii. Political figures;
 - iii. Materials that incite hatred against certain groups, cultural believe or religion;
 - iv. Sale or rental of premises, equipments.
- d) Publicity materials must be placed in SRC designated areas, which only include :
 - i. Display boards not marked with "Marketing & Communications Department"
 - ii. Display stands
- e) All publicity materials must carry stamp by SRC, which materials to be approved must not exceed ten (10) posters per event.
- f) Publicity materials will automatically expire at 3.00pm of the next day after the event, in which failure to remove the materials by the aforementioned date and time will subject the organizer penalties under Regulation 7.2 (g)
- g) Violation of Regulation 7.2 will result in:
 - i. Immediate removal of the poster; and
 - ii. Fine of RM5 per poster; and/or
 - iii. Club involved to be placed under probation; and/or
 - iv. Dissolution.

7.3. External and Guest Speakers

- a) Presence of external speakers and guests for cultural and religious activities can potentially cause discomfort to other student groups. Therefore, there are a number of people who need to be informed of such presence in advance.
- b) All external speaker(s) must be approved by Student Services Department before conducting any sessions or presentation on campus.
- c) Vetting external guest speaker(s) is compulsory for all speakers.

- d) External speakers are vetted by the External Speakers Vetting Committee
- e) Any clubs that intend to invite an external speaker will be required to complete the Vetting Form one (1) month before the proposed date of the event, which to be submitted to the secretary of the External Speakers Vetting Committee.
- f) The conduct of the external/guest speaker(s) is the responsibility of the hosting club.
- g) Events not intended for Muslim audience must be clearly indicated in any publicity materials.

Section 8. Certificates

8.1. Issuance of Certificates

- a) Maximum of four (4) certificates will be issued to the committee members of a club. The distribution of the certificates are as follow :
 - i. Executive (President & Treasurer) – 2 certificates
 - ii. Committee Members– 2 certificates.
- b) Binding to Regulation 8.1(a), the committee members to receive certificate must be nominated and voted in a committee meeting, and minutes must be taken.
- c) Members of the committee and the executive receiving the certificates must complete at least seven (7) months continuously.
- d) Clubs & Societies may appeal to Regulation 8.1(a), up to maximum of seven (7) certificates, on grounds that :
 - i. The aforementioned club/society organises events in international level; or
 - ii. Any other grounds in which 75% of the SRC council members deemed valid.
- e) Certificates will not be issued under Regulation 8.1(a) when positions bearing wordings “Vice”, “Assistant” or plays an assistive role in the committee.
- f) Eligibility of the club committee members to receive certificates are :
 - i. Club concerned is not disaffiliated;
 - ii. Club concerned is not in probationary period; or
- g) Names on the Requisition form must match the names as filled in Affiliation form. There will be no changes allowed.

8.2. Special provisions for event specific certificates

- a) Event specific certificates are a form of recognition of the contribution of a member of a club/student towards the success of the event.
- b) Requisition of the certificates must be accompanied with Certificates Request form, and a project proposal detailing :
 - i. Detailed job scope of the intended recipient of the certificates;
 - ii. Impact of the project towards IMU and/or the community; and
 - iii. Other information required in a standard event proposal.
- c) The number of certificates that will be issued is determined by the Vice Presidents of Student Representative Council.
- d) Maximum of six (6) certificates will be issued to the committee members of the event is allowed.
- e) Regulation 8.1(e) applies for events, whereby roles in assistive nature will not be issued a certificate.
- f) Requisition of the certificate must be done within one (1) month from the last day of the event.
- g) The following events must adhere to all certificates regulation and subject to special provision for event specific certificates. They are :
 - i. IMU Cup
 - ii. IMU Ball
 - iii. IMU Charity Run
 - iv. IMU Arts Festival
 - v. National Health Sciences Debate
 - vi. Halloween Party

Section 9. Operating Responsibilities

9.1. Assets

- a) Any asset of a club, the purchase of which has been 20% or more funded by SRC or Student Services Department and is less than 3 years old, is the asset of SRC.
- b) Should any affiliated club be wound up or cease to be affiliated to SRC, all assets of the club, as determined above, shall revert to SRC.
- c) Clubs will be given twenty-one (21) days to forward all relevant items to SRC before any actions is instigated.
- d) The assets recovered will be redistributed to clubs of similar aims, which the organisation may be nominated during the dissolution meeting.

- e) An asset is defined as a single item or a group of items, which have lasting value to the club, with a purchase value exceeding RM20, or a publication with a value exceeding RM10 retained by the club.
- f) An asset shall be listed for 3 years on the asset list (Affiliation Form) and presented annually, or upon request by the SRC. After 3 years the asset is deemed to have fully depreciated and may be removed from the asset list. The club will retain possession after that time.
- g) Failure to disclose and declare assets, poor maintenance of assets will be subjected to disciplinary actions outlined in Regulation 5.1.
- h) All asset purchase must be budgeted, or be approved by the Treasurer of SRC and/or Student Services Department.
- i) Clubs must not take advantage of annual events (ie IMU Cup, IMU ball)'s budget to purchase assets. Assets purchased under these budgets are property of SRC, and clubs or individuals are not allowed to take possession of such assets.
- j) Students or committee members of the club found with violation of Regulation 9.1 (i) will be referred to Student Services Department and/or Deans of their respective schools.

9.2. Off Campus Activities

- a) All off campus activities must be approved by Dean or Associate Dean.

9.3. Competition Prizes

- a) Prizes in the monetary form must be distributed according to the following :
 - i. Entry of the competition is not sponsored or sanctioned by SRC, SSD, Clubs, Societies or Student Body will receive the prize money in full quantum.
 - ii. Entry of the competition is sponsored by SRC, Clubs or Societies, will receive half of the prize, and the remaining half will go to the sponsoring body.
- b) Prizes not in the form of money will be awarded to the student in full.

Section 10. Financial Management Responsibilities

10.1. Annual Budget & One Year Plan

- a) The executive of the club is responsible to draw up a one year plan and budget in detail for the executive's term

- b) Clubs and societies must submit their budget and year plan within one (1) month of the Annual General Meeting, or third Friday of April, whichever comes first. (electronically)
- c) Clubs are allowed to amend their budget and year plan once in their financial term, unless with approval from the SRC, up to maximum of two (2) times.
- d) Requirements of the budget must include :
 - i. Expected income and expenses;
 - ii. Actual Income and expenses, which will only be filled at the end of the financial year;
 - iii. Difference between actual and expected
- e) SRC will allocate a specific amount of sponsorship based on, but not limited to:
 - i. Budget of the club;
 - ii. Activity level of the club;
 - iii. Performance of the club in respective competitive events.
 - iv. SRC Budget
- f) At the event where the club exceeds the allocated SRC sponsorship, the club may apply for additional sponsorship, which will be reviewed on a case to case basis. (Refer Appendix for Budget Request Form)
- g) The club will be disciplined under Regulation 5.1, in the following conditions :
 - i. Failure to comply budget requirements; and/or
 - ii. Deficit budget for two (2) consecutive years; and/or
 - iii. Inability to submit budget and year plan on time; and/or
 - iv. At SRC discretion, unreasonable attempts of application for additional sponsorships.

10.2. Maintaining Financial Records

- a) All club financial records must be kept together and passed on to subsequent Treasurers for 7 years. The records include :
 - i. Committee Minutes
 - ii. Cash Books (Books or electronic ledger)
 - iii. Monthly bank statements
 - iv. Reconciliations
 - v. Payment Advices
 - vi. Petty Cash records
 - vii. Treasurer & President's reports presented during AGM or EGM
 - viii. Receipt Books
- b) All expenditures must be accompanied by payment advice, which must be acknowledged by the recipient.

- c) All incomes must be recorded in receipt books, which also must be acknowledged by the payer.
- d) Payments that are not budgeted, should be tabled in committee meeting for approval by the committee, and be minuted as a proof that the expenditure is approved in a proper manner.

10.3. Claiming Budget Allocations

- a) Detailed budget for events as budgeted in the annual budget or for additional budget sponsorships requests is required.
- b) Detailed budget for budgeted expenditures must be submitted to respective representative in SRC two (2) weeks ahead of the event for discussion and approval.
- c) Non-budget events which require application for additional sponsorship must be submitted three (3) weeks ahead of the event together with a budget request form.
- d) Claiming for sponsorship by SRC must be done within two (2) weeks from the last day of the event, accompanied with original proof of purchase documented in standard A4 papers.
- e) Extension is allowed up to maximum of thirty (30) days from the last day of the event from the two weeks period allocated as per Regulation 10.2, at discretion of SRC Treasurer and the representative in charged.
- f) Expenses beyond budget or expenses that are not budgeted in detailed will not be sponsored.
- g) Any other discrepancy in sponsorship not justifiable by Regulations will be at discretion of SRC Treasurer.
- h) Failure to comply :
 - i. Regulation 10.2 (b) and Regulation 10.2 (c), sponsorships will not be considered.
 - ii. Regulation 10.2 (d) will result in cancellation of the sponsorship with immediate effect.
- i) Clubs are required to meet SRC to discuss the detailed budget prior to approval according to Regulation 10.2 (b), (c) and the following arrangement is made:
 - i. Discuss detailed budget less than or equal to RM500 with the respective SRC representative managing your club to obtain approval from the representative.
 - ii. Discuss detailed budget more than RM500 with respective SRC representative, and obtain approval from the SRC Treasurer.

- j) Withstanding to Regulation 10.2 (i) SRC Treasurer has the power to override all approved budget by the representative, and make appropriate budget allocations according to the Standard Operating Procedures of SRC Treasurer.

10.4. Audit

- a) An independent auditor will be appointed by Student Representative Council and/or Student Services Department to audit the accounts of the club and societies every year.
- b) Members of the Student Representative Council may order an internal audit by members of SRC at any time to ensure proper financial reporting procedures outlined in Clubs and Societies Regulations are adhered.
- c) A total of up to 40% of the clubs affiliated with Student Representative Council may be selected for audit at any time. The selection is based on :
 - (1.) Randomisation process such as a draw; or
 - (2.) On a basis of concern about their financial reporting from the member of the club, or from members of Student Representative Council.
- d) Clubs selected from the selection process will be given two (2) weeks notice to submit all required financial records to the SRC.
- e) Clubs may not refuse an audit, and must comply with any reasonable requests involved in the audit.

Section 11. Loan

- a) Scope of the loan
 - i. Granting a loan to affiliated clubs/approved student events to cover up front costs of running an activity
 - ii. Loans will only cover expenses fundamentally necessary to the running of the activity
 - iii. SRC will only grant a loan for activities where the Club expects to at least make back the cost of expenses.
- b) Process in application of loan must be done at least three (3) weeks before the activity which must include the following information in the loan application :
 - i. An outline of the activity;
 - ii. Summary of the Club's financial situation, including all available cash (including balance of all club bank accounts and cash boxes);
 - iii. Recent Club bank statement(s) from within the last month (if available);
 - iv. How the application addresses the criteria;

- v. Amount requested;
 - vi. Repayment plan;
 - vii. Form C : Application for Loan form.
- c) The criteria used by the Treasurer of SRC to make their decision in approving loan are :
- i. Activity contributes to IMU student life;
 - ii. The activity will not be able to take place if a loan is not granted;
 - iii. Club will be able to repay the loan by the due date;
 - iv. There is evidence of considerable planning and preparation including
 - v. Publicity Plan
 - vi. Realistic budget (including existing and expected sponsorship).
- d) Limitations to the loan:
- i. The treasurer will grant a smaller amount than the requested amount;
 - ii. The treasurer will grant an amount he/she feels confident that the club have the ability to pay back by the due date.
- e) If after the activity the Club believes they will not be able to make the repayment by the due date they must submit this in writing to the Treasurer of SRC who may grant them an extension.
- f) Failure of the club to make repayment, the club in concern will be subjected to disciplinary actions as Regulation – Disciplinary Actions
- g) This loan is not a credit service, and the loan is “interest free”.
- h) Club must make full repayment of the existing loan to be entitled for application of another loan.
- i) Treasurer of the SRC, or any other higher authorities have no power to waive off the loan under any circumstances, and the Club executive/loan taker bears full responsibility in developing a repayment plan.
- j) Where a Club is dissolved before the repayment of a loan the SRC Treasurer may be forced to write-off the debt. However, in these circumstances the Executive of the Club in question will not be able to affiliate a new club with SRC.
- k) In exceptional circumstances where the SRC Committee believes the Executive of the Club/loan taker in question engaged in misconduct with regards to the loan, SRC may audit the Club’s financial records. If evidence is found to support misconduct the matter may be referred to the University.

Section 12. Student Development Committee (SDC)

- a) Student Development Committee will be made up of :
 - i. the SRC Treasurer as the chair of the committee;
 - ii. SRC President as the advisor to the committee;
 - iii. SRC Cultural & Religious Representative to head the clubs assigned to him/her by the SDC.
 - iv. SRC Social Concerns Representatives to head the clubs assigned to him/her by the SDC.
 - v. SRC Sports Representative to head the clubs assigned to him/her by the SDC.
 - vi. SRC Public Relations liaison, responsible for SDC annual Handbook publication, and communications.

- b) The Student Development Committee shall, but not limited to:
 - i. Regulate and manage all clubs and societies related issues;
 - ii. Affiliate clubs and societies that met requirements of the Regulations with the SRC;
 - iii. Administer funding and sponsorships to the clubs and societies;
 - iv. Review and check on the financial operations of the clubs and societies;
 - v. Provide a platform for conciliation of disputes of clubs and societies;
 - vi. To enforce all provisions under the Clubs and Societies regulations;
 - vii. consider, and where appropriate take action on, allegations of misconduct on the part of an affiliated club or society;
 - viii. Exerts its disciplinary powers to discipline clubs and societies that violates the Regulations;
 - ix. Formulate, and amend regulations and policies with regards to operations of clubs and societies; and
 - x. All other functions by the reps of respective streams.

- c) There will be three categories of clubs, and are respectively managed by an elected SRC Representative. (Refer Appendix) They are:
 - i. Cultural and Religious Organisations, managed by Cultural and Religious Representative;
 - ii. Social Organisations, managed by Social Concerns Representative;
 - iii. Sports related organizations, managed by the Sports Representative.

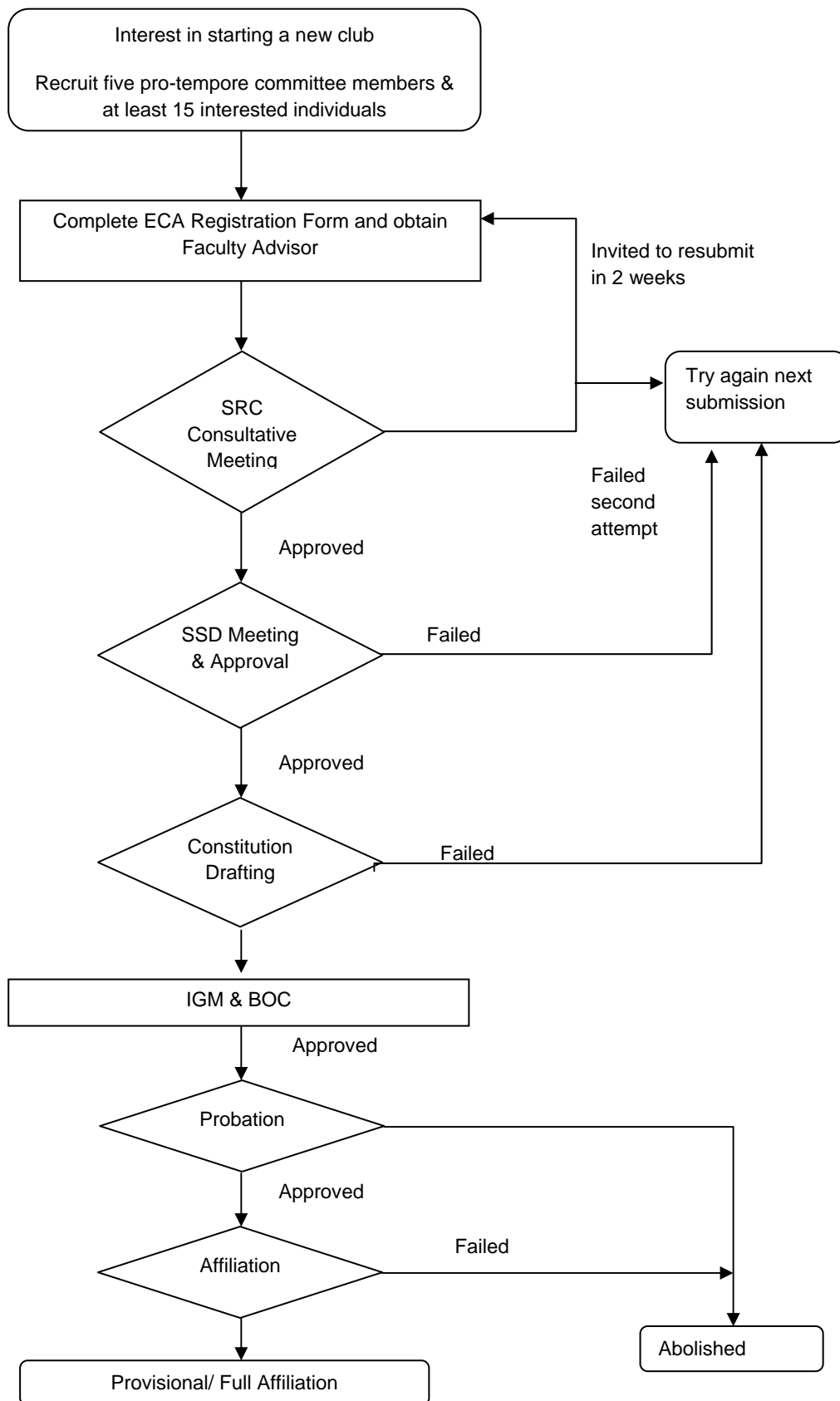
- d) The Student Development Committee does not have the powers to issue certificates to any individuals in the name of Student Representative Council, however, retains the power to advice SRC on issuance of the certificates.

Section 13. Election of Club Executives & Committee Members

- a) This section describes the procedure for the conduct of the annual election of the club executives and club committee members (if applicable) during Annual General Meeting organized as per Regulation – AGM
- b) Notice of an election shall be given at the same time as notice for the Annual General Meeting/Extraordinary General Meeting where the election is to take place.
- c) In order to fill an existing or expected vacancies, an extraordinary general meeting must be called, which the format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting.
- d) An expected casual vacancy is one where a Committee member has given formal notice of their intent to resign on a specific date. The notice cannot be retracted after notice has been given of the election.
- e) In any election of club executives, nomination of candidates must take place at the commencement of the meeting, and may not close unless 15 minutes has elapsed since the time of the meeting advertised on the meeting notice.
- f) Nominations must be closed when 25 minutes has elapsed since the time of the meeting advertised on the meeting notice.
- g) The outgoing club executives will decide on the method of voting.
- h) At any one point, the elected president of the club shall not hold another presidency position in another club or society.


Section 14. Appendix

14.1. Appendix 1 : Starting New Club




14.2. Appendix 2 : Poster Template

Landscape Posters

Poster Area		
Approval Stamp :	Supported/Sponsored By:  International Medical University Student Representative Council	Organized By: <i>Your Club Logo/Name</i>

Portrait Posters

Poster Area		
Approval Stamp :	Supported/Sponsored By:  International Medical University Student Representative Council	Organized By: <i>Your Club Logo/Name</i>

Dimensions of the Information Bar:

(a) Height: 3.5 cm

(b) Length : Entire length of your paper size.