

# 社团规章

## 1. 学生社团成立暨管理指南

- 1.1 为鼓励学生参与学生社团活动，借以培养学生自治能力，从而联络感情、砥砺学生、提供正当休闲活动、研究文艺及推广社会服务等，特制定本指南。
- 1.2 申请成立学生社团（以下简称社团）须经至少二十五位本校学生发起，造具发起人名册及拟定社团章程草案，向学生事务处申请设立登记。
- 1.3 社团章程草案应记载下列事项：
  - 1.3.1 名称；
  - 1.3.2 宗旨；
  - 1.3.3 会员入会、退会及除名之条件；
  - 1.3.4 会员之权利与义务；
  - 1.3.5 社团干部的权限及任免程序；
  - 1.3.6 会议召集及议决方式；
  - 1.3.7 经费及会计；
  - 1.3.8 章程之修改；
  - 1.3.9 订定章程的日期。
- 1.4 学生事务处接到相关申请后，将提呈学务处会议，讨论及审核该项申请。
- 1.5 若相关申请有以下情况，学务处将不予许可成立：
  - 1.5.1 违反校规；
  - 1.5.2 宗旨不当；
  - 1.5.3 校内已有相同性质的社团。
- 1.6 学务处会议审核通过后，呈校长核准成立。
- 1.7 经核准筹设之社团，应在 15 日内召开成立大会，通过章程及选举社团理事，并邀请学生事务处派员监督。
- 1.8 社团成立后的 10 日内，应检具以下资料向学生事务处办理设立登记：
  - 1.8.1 社团章程；
  - 1.8.2 理事及会员名单；
  - 1.8.3 年度预算及工作计划。
- 1.9 若未能完成第六条及第七条规定者，学生事务处得解散社团。
- 1.10 学生社团得照实际需要，延请教职员担任顾问或指导；唯有关教职员不得同时担任两个以上的社团顾问或指导。
- 1.11 学生社团举行会员大会或特别会员大会时，倘有需要，顾问或指导可列席。
- 1.12 学生社团须在每年十一月至十二月之间改选理事。
- 1.13 学年结束前，各学生社团须呈交新届理事名单、常年会务及财务报告、工作计划及年度预算予学生事务处。
- 1.14 学生社团若有违反法令、校规、公共秩序、与宗旨不符或长期冬眠（一年内无活动者），可由学生事务处解散之。

## 2. 社团补助津贴指南

- 2.1 学生社团办理以下活动，可向校方申请活动津贴：
  - 2.1.1 干部培训；
  - 2.1.2 知识活动：讲座、展览、校内比赛、校内表演或演出、研习班等；
  - 2.1.3 代表本校参与校外比赛、表演等；
  - 2.1.4 学生社团使用财物之维修或添置；
  - 2.1.5 其他符合社团宗旨之综合性活动。
- 2.2 不予补助的事项如下：
  - 2.2.1 游览、参观等；
  - 2.2.2 纯属同学间的聚餐、茶会、舞会等；
  - 2.2.3 购物品赠予理事或会员作个人用途。
- 2.3 每年津贴额规定如下：

- 2.3.1 学生总会~每年不超过 RM1,440.00。
- 2.3.2 各系学生会~ 每年不超过 RM800.00。
- 2.3.3 其他学生社团~每年不超过 RM 400.00。
- 2.4 学生社团向本校申请补助津贴，均应于**活动前提出预算及申请**；活动开始后再申请者将不予补助。  
(不可以先斩后奏)
- 2.5 学生社团补助津贴申请经学生事务处批准，呈校长批示通过后即可执行。
- 2.6 获批准补助津贴之社团，须在活动结束后 15 日内，检具**单据及账目报告**, 向学生事务处办理申报结领。
- 2.7 学生团体未经校长许可，不得向外筹款。

### **3. 张贴海报及布告**

- 3.1 为培训学生守纪的精神以达成言论自由的真谛，特定此条规。
- 3.2 所有海报及布告等须加盖社团会章。
- 3.3 若以个人名义张贴，请注明姓名、系级、学号，以示负责。
- 3.4 张贴前，请将海报、公告等送至学生事务处和庶务处加盖日期有效章。
- 3.5 海报/公告张贴日期以七天为限，事后请自行清除。
- 3.6 砖墙、柱及门板皆禁贴海报/布告。
- 3.7 请将海报/公告贴于布告板上（用图钉）。
- 3.8 请勿用双面胶纸张贴海报/布告，以免清除困难。

### **4. 行文（发公函）**

- 4.1 学生社团对外公函需由主席签发，之前须经顾问或学生事务处过目。
- 4.2 所有对外公函须具副本呈交校长及学生事务处存档。

### **5. 活动场地/留宿**

- 5.1 学生团体在筹办活动之前，应详填学生活动申请表，并交学生事务处主任核准。
- 5.2 倘需借用场地，应填使用场地申请表，并交由庶务处批准。
- 5.3 学生社团活动场地如与学校活动冲突，学校活动优先。
- 5.4 应爱惜借用之场地，不得破坏。
- 5.5 活动完毕，应将场地打扫干净，倘有物件损坏或遗失，应据实向事务处报告并按市价赔偿。
- 5.6 未经校方许可，学生不准留宿学校。
- 5.7 倘需留宿，应填表申请，由学生事务处酌情处理。

### **6. 课外活动**

- 6.1 若有校外学艺或体育团体邀请赛，在籍生有该项才华者，希望能接受委派为本校代表参加比赛。
- 6.2 有以私人身份参加校外任何形式比赛者，请预先通知学生事务处，以备查考。
- 6.3 本指南经学务处会议通过后执行,修正时亦同。

## **Rules and Regulations of Student Societies**

### **1. Guidelines for the Formation and the Management of Student Society**

- 1.1 In order to nurture student's self-discipline, forge fellowship among students, as well as provide appropriate recreational activities and culture and arts research opportunity and promote social service, by participating in activities organized by Student Society, the guidelines below are set.
- 1.2 At least 25 initiators are needed to form a student society. Application for a new society should be made at the Student Affairs Office together with the list of initiators and a draft of rules and regulations of the new society.
- 1.3 The rules and regulations of the new society shall include:
  - 1.3.1 Title
  - 1.3.2 Objective
  - 1.3.3 Reasons for joining or withdrawing
  - 1.3.4 Members' rights and obligations
  - 1.3.5 Committee elections and decision- making method
  - 1.3.6 Holding of meeting and decision-making method.
  - 1.3.7 Funds and account
  - 1.3.8 Amendments of rules and regulations
  - 1.3.9 Date of the stipulated rules and regulations.
- 1.4 The application received will be discussed and verified in the Student Affairs meeting.
- 1.5 Application will be rejected if the following conditions are found:
  - 1.5.1 Breaking of university college rules;
  - 1.5.2 Improper purpose;
  - 1.5.3 Society of similar nature with existing society in university college.
- 1.6 After the application is approved in Student Affairs meeting and by the President, Student Society can be formed.
- 1.7 After getting the approval to set up a student society, a general meeting should be held within 15 days from the day of approval, to pass the rules and regulations and elect new committees. The meeting shall be observed by the representative from Student Affairs Office.
- 1.8 Within 10 days from the day Student Society is formed, the following details shall be included for registration at Student Affairs Office:
  - 1.8.1 Rules and regulations of the society;
  - 1.8.2 List of the board of directors and members;
  - 1.8.3 Annual budget and action plan.
- 1.9 If rules 15.1.6 and 15.1.7 are unfulfilled, Student Affairs Office shall dismiss the society.
- 1.10 On demand of the society, student may request a staff or lecturer to be the advisor or instructor, on condition that the personnel should not be in charge of more than 2 advisory positions.
- 1.11 The advisor or instructor can sit in the general meeting if needed.
- 1.12 Student Society shall hold general election within November to December every year.
- 1.13 Before the end of an academic year, each Student Society shall submit the list of new committee members, annual society's affairs and financial report, action plan and annual budget to Student Affairs Office.
- 1.14 Student Society in violation of Acts of Law, rules and regulations, counters objectives of the society or in long-term hibernation (without any activity in a year), can apply for dismissal by submitting the application to Student Affairs Office.

### **2. Guidelines of subsidies application for Student Society**

- 2.1 Student society may apply for subsidy from the Student Affairs Office for the following activities:
  - 2.1.1 Training for committee
  - 2.1.2 Knowledge activities: talk, exhibition, on-campus competition, performance or on-stage performance, study group and so on
  - 2.1.3 Representing Southern University College in out-campus competition, performance and etc.
  - 2.1.4 Repairing or purchasing assets for Student Society
  - 2.1.5 Student Society's purpose-driven activities

- 2.2 Subsidies are provided for the following activities:
- 2.2.1 Tour, visitation and etc.
  - 2.2.2 Students' gathering, party, ball and etc.
  - 2.2.3 Gifts for committee or members
- 2.3 Annual subsidies allocation is as follows:
- 2.3.1 The Student Union of Southern University College – below RM1, 440.00 per annum.
  - 2.3.2 Each Student society of the various departments – below RM800.00 per annum.
  - 2.3.3 Other Student Societies – below RM400.00 per annum.
- 2.4 Student society shall apply for subsidies from University College and submit budget and the application before any activity is held. Subsidies applied after the activity is considered void.
- 2.5 Application of subsidies should be approved by Student Affairs Office and endorsed by the President.
- 2.6 Student Society being approved of the subsidy shall submit receipt and financial account within 15 days after the end of the activity and collect subsidy from Student Affairs Office.
- 2.7 Student society shall not conduct out-campus donation drive without permission from the President.

### **3. Placement of poster and notice**

- 3.1 Rules of placement of poster and notice are set to cultivate discipline and practice freedom of speech among students.
- 3.2 All posters and notices must have the society's official stamp.
- 3.3 If it is a personal notice, the name, class and student ID must be written, for personal responsibility.
- 3.4 Before placing, submit poster or notice to Student Affairs Office and General Affairs Office for stamping the effective date.
- 3.5 The period given for the placement of the poster or notice is 7 days. Please remove it after the period.
- 3.6 Posters/ notices are not allowed to be pasted on the walls, pillars, and doors of the University College.
- 3.7 Place the poster or notice on the notice board (using thumbtacks).
- 3.8 Do not use double sided tape to paste the poster or notice to avoid removing difficulty.

### **4. Sending formal letter**

- 4.1 Letter to any external party must be reviewed by the advisor or Student Affairs Office before it is signed and sent out by the chairperson.
- 4.2 Copy of the formal letter shall be given to the President and Head of Student Affairs Office respectively.

### **5. Venue of activity/ Overnight stay**

- 5.1 Before organizing an activity, student shall fill up a detailed application form and submit it to the Head of Student Affairs Office for approval.
- 5.2 If there is a need to book a venue, student shall fill up a booking application form, and submit it to the Asset Management and General Affairs Office for approval.
- 5.3 If Student Society's activity clashes with the venue of University College's activity, priority will be given to University College's activity.
- 5.4 Students should take good care of the venue and its properties.
- 5.5 At the end of the activity, students are required to clean up the venue. Students are to report any missing or damaged items to the Asset Management and General Affairs Office and compensate for the damages.
- 5.6 Students are not allowed to stay overnight in college without the university college's permission.
- 5.7 If there is a need to stay overnight, students shall apply through Student Affairs Office and pending their approval.

### **6. Extra-curricular activities**

- 6.1 Students are expected to represent the university college to take part in academic or invitational sports tournaments.
- 6.2 Students who participate in any kinds of out-campus competitions with their own identities shall notify Student Affairs Office prior to the event.
- 6.3 This guideline has been approved by Student Affairs Office. Any amendments shall be approved in the Student Affairs meeting.