



UOW
MALAYSIA
KDU

—
PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK



UOW Malaysia KDU

Student Council

Handbook

(Updated as of 4th January 2021)



DISCLAIMER

UOW Malaysia KDU strives to ensure the accuracy and reliability of the information contained in our handbook and web pages as of the date of publication. While every effort is made to verify the accuracy of information, UOW Malaysia KDU reserves the right to revise, amend, or change items set forth in this handbook from time to time.

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UOW MALAYSIA KDU STUDENT COUNCIL

OVERVIEW

UOW Malaysia KDU Student Council is a group of selected young, energetic, pragmatic student leaders which acts as a channel between the management and students. They are elected to commit themselves as representatives for students or fellow peers in matters pertaining to their welfare and interest.

UOW Malaysia KDU Student Council is actively involved in a wide range of activities and learning opportunities where they can be equipped with the necessary skills to prepare them to be independent, competent, dedicated and responsible leaders while they attain a wholesome experience whilst in campus.

OBJECTIVE

- To build a sense of belonging and unity among UOW Malaysia KDU Community.
- To promote togetherness regardless of race, religion, or culture.
- To encourage the interaction of students via involvement in activities organized and enrich their academic life in achieving a holistic education.
- To promote and protect the welfare, rights and privileges of students.
- To assist Student & Alumni Centre in planning, organising and coordinating all UOW Malaysia KDU campus-wide events and activities.
- Act as communication links between the management of UOW Malaysia KDU and the students.
- To provide a channel for students' point of view.

PURPOSE OF THE STUDENT COUNCIL

Students may engage in the decision-making process in order to improve quality of life within UOW Malaysia KDU. To achieve such purpose, students shall choose a representative body known as Student Council, which shall have the following duties:

- Freely, professionally, and ethically express their opinion and recommendations related to the problems faced by students and the community to the appropriate university/college management.
- Help provide a suitable intellectual environment that promotes the inner development of students.
- Keep a detailed register of all meetings through minutes particularly meetings among the Heads and Upper Posts of the Students Council.
- Instruct students of their rights and duties.
- Aid in promoting and maintaining an institutional order pursuant to institutional rules and policies.
- Encourage a free exchange of ideas in an environment that promotes personal, intellectual, and professional development among students.
- Keep the UOW Malaysia KDU Management Team informed of its activities and furnish all information requested by UOW Malaysia KDU.

ELIGIBILITY

The followings are the step by step guide for the eligibility that are strictly required for a student to be elected to the Council unless objectively justified via the officially appointed Club Advisor where criteria(s) have not been met.

- Provided there is a vacancy available, the said prospectus considered for a position within the Council itself shall have a self-willingness desire and ambition to be part of the said Council itself.
- Part of being considered prior to being affirmed the said prospective student's position within the Council is for the said appointed Club Advisor to know the students well, carrying out a personal interview to have a clearer holistic idea and information regarding the said student.
- The said Club Advisor is then to explain and disseminate to each one of the current Council regarding the said prospectus where a report of the said prospectus to be prepared to the President and Vice-President of the Students' Council.
- The said prospectus is to have generally a good character, discipline and attitude with a minimum GPA of 2.5 from each and every semester that the said prospectus had attended. If said student is a new student, then an academic performance monitoring shall be carried out for the two (2) semesters within his/her first year studying in UOW Malaysia KDU.

STRUCTURE & ROLES AND RESPONSIBILITY

PRESIDENT

- To motivate and lead Student Council.
- To communicate explicitly the goals and objectives of Student Council to UOW Malaysia KDU students.
- To be responsible for the day-to-day management of delegating operations and welfare of the Student Council.
- To be the Chairperson for all Students Council's meeting.
- To choose and delegate the representatives from Executive Council or Student Councils members to attend Senate Meetings, UOW Malaysia KDU Management Meetings, MQA interviews and etc. when invited.

VICE PRESIDENT 1

- To assist the President in discharging duties.
- To act for the President in his/her absence.
- To promote and protect the welfare, rights and privileges of students by communicate students' suggestions, complaints and working together with Students & Alumni Centre to solve them.

VICE PRESIDENT 2

- To assist the President by carrying out tasks in student universities.
- To act for the President; in his/her and the Vice President 1 absence.
- To be responsible for the smooth running of all Student Council's events and activities.
- To be in-charge of Student Council's proposals and event review report.

SECRETARY

- To be responsible for keeping records of all official and unofficial documents and minutes.
- To take minutes for all meetings.
- To notify Council of dates, time and venue for all meetings.
- To circulate copies of the meeting minutes and file the original copy.
- To update the Student Council's file from time to time.

TREASURER

- To be responsible for the financial statement preparation of Student Council and it's updating at the end of every month.
- To be responsible for the execution of all financial transactions of Student Council.
- To execute prudent financial transactions to ensure Students Council is financially strong.
- To send a copy of the most recent and updated financial records at the end of every month and a detailed report at the end of the semester (to be first approved by Student & Alumni Centre) to Club Advisor.
- To close Student Council's account two (2) weeks before the end of Student Council's term.

PUBLIC RELATIONS OFFICER

- To keep student informed of all the development of Student Council.
- To conduct all promotional efforts of Student Council's events and activities.
- To maintain Student Council's Facebook page.
- To arrange photographer for Student Council's events and activities.
- To do post event write-up for Student Council's events and activities.
- To prepare attractive publicity tools to be used for advertisements.
- To set up publicity booth if necessary.

BUSINESS DEVELOPMENT OFFICER

- To create business opportunity for Student Council's events and activities.
- To increase Student Council's fund through organising events and activities.
- To organise projects that will generate profit for Student Council.

STUDENT COUNCIL'S ELECTION

TAKEN FROM "UOW MALAYSIA KDU STUDENT COUNCIL CONSTITUTION, PAGE 5 – 7"

ELECTION COMMITTEE

- Recruitment for Election Committee will be done at least one (1) month before the Student Council's Election Day.
- Election Committee is defined by a group of current, on-campus students (at the time of the Election) who volunteer to be the group of people organising the Student Council's Election.
- Student & Alumni Centre will conduct a briefing for Election Committee to explain the roles and responsibilities as the Election Committee.
- Election Committee cannot nominate themselves as election candidates.

NOMINATION PROCESS

- Election Committee and Student and Alumni Centre will announce dates for candidacy nomination period and election date.
- Election Committee and Student & Alumni Centre will have the rights to limit the number of candidates for each position.
- Announcement for candidacy nomination period will be made through posters and mass email to all UOW Malaysia KDU students.
- There will be one (1) position to be elected;
 - President
- The remaining positions will undergo an interview session with Student & Alumni Centre.
- UOW Malaysia KDU students who want to be the candidate for the election will fill up Student Council Nomination Form available at Student & Alumni Centre.
- In a situation where; after the Candidacy Nomination Period close and there are not enough candidates for each position, Head of School will nominate two (2) students to be the candidates and run for the election. These two candidates are not the School Representatives who already the Executive Council by default.
- In a situation where; after the Candidacy Nomination Period close and after the schools have nominated the candidates; and there are still not enough candidates to run for the election, the Executive Council positions will be fulfilled by these candidates after the meeting and discussion attended by Student & Alumni Centre, Head of Schools and the candidates themselves.

CAMPAIGN

- Campaigning will be permitted only at UOW Malaysia KDU's ground and candidate's own social media sites.
- Each candidate will be permitted to design their own poster and will be posted in a place designated by Election Committee and Student & Alumni Centre.
- No candidate will be permitted to distribute any articles such as money, candy, notes or other monetary items.
- Candidates will be briefed and have to prepare their manifesto during the nomination period.
- Student & Alumni Centre will go through all candidates' manifesto which they will use during their campaign.

- Candidates have to write their manifesto;
 - In realistic and achievable manner
 - By not discrediting and disrespecting others candidates or specific group of students
 - Relevant and focus on the role that they want to be elected.

ELECTION DAY

- Voting will be done by a secret ballot in a central location on the campus or via online voting.
- All UOW Malaysia KDU Students are compulsory to cast their vote during the Election Day. All votes are confidential.
- UOW Malaysia KDU students have the rights to vote one (1) for every position.
- Election Committee and Student & Alumni Centre will be organising and overseeing the election's venue, voters' registration, vote counting and the announcement of the unofficial results.
- Unofficial results will be announced as soon as the vote counting process is complete and the ballots are tallied.
- Unofficial Results is defined by the results of the vote counting by the end of the Election Day and verified by the Student & Alumni Centre.

INSTALLATION

- The official result will be announced within one (1) day after the Election Day to await the event of any dispute regarding the results of the votes, the winner's status is invalid or unclear, the winner decides to withdraw or refuse to accept the position.
- All winners will have to attend a briefing to explain their roles and responsibilities before the Student Council's Installation.
- A Letter of Appointment will be present during the installation that stated the roles and responsibilities of all Executive Council's position and their term of office.
- In the event where the elected Executive Council is unable to fulfil his/her role to which he/she was elected, the candidate who was the first runner-up for the position will fulfil the obligation of that office. If there is no runner-up, the Council will elect an individual to maintain that position through nomination by any Executive Council and an interview with Student & Alumni Centre.

MEETINGS, EVENTS AND ACTIVITIES

TAKEN FROM "UOW MALAYSIA KDU STUDENT COUNCIL CONSTITUTION, PAGE 7 – 8"

TYPES OF MEETING

- There should be at least four (4) types of meetings for Student Council
 - Extraordinary General Meeting (EGM)
 - Executive Council Meeting
 - Organizing Committee Meeting
 - Ad Hoc Meeting
- The manner to conduct these meetings shall follow accordingly as stated in Chapter 3, Club & Society Handbook.
- Executive Council are required to attend all meetings. If they are unable to attend any meeting, an email or any sort of communication must be made before the meeting.

TYPES OF EVENTS & ACTIVITIES

ORIENTATION

- Student Council shall plan, organise and conduct UOW Malaysia KDU Orientation Day/Programme for every intake together with Student & Alumni Centre's support.
- The Orientation Day/Programme itinerary and budget will be discussed together and approved by Student & Alumni Centre.

FRESHIE NIGHT

- Student Council shall plan, organise and conduct Freshie Night at least twice (2) a year.
- The Freshie Night itinerary and budget will be discussed together and approved by Student & Alumni Centre.

The manner to conduct all other events and activities shall follow accordingly as stated in Chapter 4, Clubs and Societies Handbook.

VOLUNTARY & INVOLUNTARY REMOVAL OF A COUNCIL MEMBER

VOLUNTARY REMOVAL

- The said Council member in the said position shall discuss in private with the appointed Club Advisor as well as the President of the Council itself before publicising and formally announce such stance.
- In the case where the self voluntary removal has been approved by both the Club Advisor and the President of the Students' Council, then Council member who self voluntarily remove him/herself shall give in a formal notice of one month, addressing the formality of self removal to the President of the Students' Council, cc to the Club Advisor with a signed and dated letter.
- If bullet no. 2 clause is not met, then said student of self removal shall be deemed as self removal of non-professionalism where acknowledgement of the said Council member's service within the Council will not be authorise and formally properly acknowledged.
- If clause no. 2 has been met, then it is the duty of the Students' Council Secretary to prepare certificate for the acknowledgement and authorisation of the said self removal Council member's services within the Council with the signatures of Club Advisor and the management including the official stamp of UOW Malaysia KDU. Where the Secretary is not able to carry this duty, the Vice-President shall take over this task.

INVOLUNTARY REMOVAL

This shall be in effect in cases where the said Council member,

- Failed to adequately perform his/her respective roles and responsibilities as had been addressed formally in this handbook.
- Violating ethical code of conduct within or whilst representing the Council where Council reputation has been called into question or tarnished (where this shall be formally deemed so via formal discussion and unanimous agreement amongst each and every member within the Council Structure itself).
- Illegally represents the Council or makes any declaration in the name of the Council without proper authorization from President and/or Club Advisor.

Prior to the removal of the said Council member in this case,

- An urgent council meeting is to be summoned and to be discussed with votes undertaken where a decision of a minimum of 70% will warrant the removal of the subject discussed.
- Under this meeting, the Club Advisor shall have equal voting power as each and every member of the Council within the Council hierarchy.
- Where a minimum voting of 70% failed to be met, the said Council member that was discussed shall remain in position if s/he chose to do so but with close supervision of his/her progress by the President, Vice-President and Coordinator of the Students' Council for a period of 3 months.
- If said Council member that was placed for a discussion of involuntary removal has been decided from at least 70% of votes to be removed, then the following procedures are to be taken:
 - Upon approved of involuntary removal by both the Club Advisor and the President of the Students' Council, then said student will be requested

respectfully to self-removed him/herself with a formal letter of signed and properly dated addressing to the President and cc to the Coordinator of the Students' Council.

- Where such member did not meet clause 'a' (of Involuntary Removal, point 4), a formal letter of removal shall be issued by the Secretary of the Students' Council with immediate effect.

DISCIPLINARY ACTION

TAKEN FROM "UOW MALAYSIA KDU STUDENT COUNCIL CONSTITUTION, PAGE 8"

- Council are expected to show a good attitude and manners as the representatives of UOW Malaysia KDU students.
- Council are expected to maintain their academic records while living up to the roles and responsibilities throughout their tenure of the Council's term.
- The following action will be taken by Student & Alumni Centre based on the pretext of there (3) semesters regardless of manner, frequency or occurrences of the absentees:
 - First time absent – Verbal Warning
 - Second time absent – Warning Letter
 - Third time absent – Termination from Council.
- Any Council member who does not carry out his/her duties in accordance with the Constitution will be asked to step down from the Council's position by a two-third majority of the Council, initiated only by any of the Top 5 Council's position.

BENEFITS

- Free parking throughout the term of office
- Convocation fee waiver
- Guaranteed internship placement
- Opportunity to attend development training/team building
- Opportunity to liaise or connect with Senate/UOW Malaysia KDU Management