



1. The Organization shall be known as UCSI University Student Council (UCSIU-SC)

1. ~~To~~ **represent** as the student government body for all registered students of UCSI University.
2. To act as the main bridge between the general student population of the University and the University Management.
3. To uphold the welfare of the students.
4. To foster better understanding and cooperation among all students and staff in the University.
5. To voice the problems faced by the students to the University Management **through** the

- 1.1. He/she is to chair the UCSIU-SC.
- 1.2. He/she will develop UCSIU-SC goals, activities and projects together with the all-Student Council Representatives.
- 1.3. He/she will chair all meetings of the UCSIU-SC.
- 1.4. He/she is to represent the UCSIU-SC at all public events.
- 1.5. He/she is to act as the main liaison between the students and the University Management.
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- 1.6. He/she will do the final approval of associations/clubs/societies proposal before submission to the SAA.
- 1.7. He/she has the power to veto any decision put forth by the Student Council Representatives, although a veto decision can be overturned by a 75 percent

- 2.4 He/she is to lead their respective Student Board.
 - 2.5 He/she is to act as the main liaison between the Student Board and UCSIU-SC.
 - 2.6 He/she is to act as the main liaison between the students and the University Management of their respective campuses.
 - 2.7 He/she is responsible for the actions of their respective Student Board.
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- 3.1 He/she is to assist the President in preparing the agenda of meetings.
 - 3.2 He/she is to prepare a special report for any major activities carried out.
 - 3.3 He/she is in charge of all paper work and is the key person in the keeping of records.
 - 3.4 He/she is to maintain a record of attendance of all UCSIU-SC meetings.
 - 3.5 He/she is to communicate all official information to all Student Council Representatives.
 - 3.6 He/she is to be responsible for all correspondence of the Council as assigned by the President.
 - 3.7 He/she is to prepare and distribute the minutes and proceedings of all of the Council's meetings.
 - 3.8 He/she is to maintain and preserve all minutes of meetings.
 - 3.9 He/she is to distribute the meeting agenda to all relevant members of the UCSIU-SC at least 48 hours before each meeting.
 - 3.10 He/she is in charge of the filing system for all documents in UCSIU-SC.

- 4.1. He/she is to keep records of the flow of the UCSIU-SC's funds.
 - 4.2. He/she is to prepare semesterly financial reports, which will be reported directly to the UCSIU-SC.
 - 4.3. He/she is responsible for all funds under the UCSIU-SC.
 - 4.4. He/she is to present a financial report (with all receipts) to SAA at the end of each semester for audit.
 - 4.5. He/she is to report at each meeting on money matters 
 - 4.6. He/she will keep track of the financial standing of all associations/clubs/societies.
 - 4.7. He/she will analyze and give advice on the event budget of UCSIU-SC.
 - 4.8. He/she will be in charge of all the cash advance forms, purchase requisition forms (PRF), travelling and expenses claim forms (TEC) for UCSIU-SC
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- 5.1. Cabinet members will be appointed by the Chief Executive Branch of the Student Council as needed.
 - 5.2. Their function and term of service shall be determined by the President at the time of appointment.
 - 5.3. The Cabinet members and the Executives shall have no voting power during the Student Council Representatives meeting.

- 6.2. During the Student Council Election, the Student Council Representatives are in-charge of facilitating throughout the whole election process, including the forum, and ensure the election goes well without committing any wrongdoing or fraud acts.
- 6.3. The Student Council Representatives shall be responsible to be present at all Student Council Representative meetings to ensure their constituents are represented.
- 6.4. If a Student Council Representative is unable to attend a Student Council Representative meeting, he/she may send another committee member from his/her association/club/society to represent that association/club/society.
- 6.5. He/she must inform the UCS/CSSC President or the Deputy President of the person that represents him/her prior to the Student Council Representative meeting.

7.1. The members of the executive branch of the Student Council are:



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1. The current Student Council committee will announce the elections date for the upcoming academic year. The announcement usually includes information about the positions available, eligibility criteria, and the timeline for the election process.
2. During this period, eligible students who are interested in running for a position on the Student Council president seat can submit their nominations. Candidates will require 30 signatures from fellow students in support of their nomination.
3. Candidates

1. The purpose of the election is to seek qualified candidates to fill the positions of President and Deputy President.

2. It is a must for a team

announcements, forums and web pages to conduct their electoral campaigns.

3. Their campaigns will be organised for the purpose of promoting their respective team and the values he / she stand for. Campaign materials may not be used to degrade another team.

4. All campaign ideas and materials used within the University must first be vetted and approved by the Student Affairs and Alumni Department, prior to being distributed/ used.

5. Any team found spreading malicious lies concerning another team may be disqualified. This includes posting derogatory statements in notices outside campus grounds, internet forums or through chain mails.

6. All campaign materials must be removed by 12:00PM the next day or the team's deposit will be forfeited.

_____:

Signature

1. All campaigning held in the University's hostels must be in compliance with the regulations set by the Accommodation Services Department.

2. Candidates must respect the rights of the students who resist campaigning in their rooms, suites, or residential halls of the hostel.

3. All campaign materials distributed in the residence halls, with the exception of those on the general bulletin boards, must be given directly to hostel residents.

4. All campaign ideas and materials used within the University's dorms/Hostels must first be vetted and approved by the Student Affairs and Alumni Department, prior to being distributed/ used.

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5. Candidates are advised to submit a draft copy for approval before designing the real poster/ notice to avoid unnecessary problems or misunderstandings.

6. Only one notice is permitted in each of the 7 Notice Boards under the purview of the Student Affairs and Alumni Department. Notices that are

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students.

4. On the da

At 6:30PM, the SAA will check and finalise the results through the Online Voting Portal, accompanied by Student Representatives and person-in-charge from the Student Affairs and Alumni Department. The results shall be verified and en