



**CONSTITUTION OF
UCSI UNIVERSITY
STUDENT COUNCIL**

ARTICLE I Name of Organization

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

ARTICLE II Purpose of the Organization

1. To serve 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 proper channels.
6. To establish a good relationship between students of all UCSI University campuses and with those from other colleges/universities.

ARTICLE III Membership

1. All students enrolled at the University, as defined by the Office of the Registrar, shall be considered as members of the Student Body, unless otherwise specified.
2. All associations/clubs/societies that are registered with UCSIU-SC shall be considered as official student organizations in UCSI University.

ARTICLE IV Branch Campus

1. Branch campuses of UCSI University can organize themselves into a separate organization and form their own governance structure.
2. This organization shall be referred to as the Student Board of their respective campuses.
3. The Student Board will operate under their respective Student Board Constitution which will be guided by UCSIU-SC Constitution.
4. Should the Student Board Constitution be deemed inappropriate or incorrect, they shall refer to the UCSIU-SC Constitution.

ARTICLE V Duties of the Officers

1. President

- 1.1. He/she is to lead 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.
- 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 majority vote from all members of the Student Council Representatives.
- 1.8. He/she is responsible for the actions of the UCSIU-SC.
- 1.9. He/she holds the option to initiate suspension of any Student Council Representative, with the consent and support of the Executive Branch of the Student Council.

2. Deputy Presidents

- 2.0 The Deputy President is to assist the President in any way possible in regards to the functioning of the UCSIU-SC.
- 2.1 He/she is to take over the duties of the President in the absence of the President.
- 2.2 He/she is to carry out the responsibilities of the President in event of disability, resignation or impeachment of the President.
- 2.3 He/she is to take on the task of enforcing the discipline of the Cabinet.

- 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.

3. Secretary

- 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. Treasurer

- 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

5. Cabinet Members

- 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. Student Council Representative

- 6.1. The Student Council Representatives are made up of Presidents from UCSI University student organizations. The Student Council Representatives as a whole shall represent and advocate on behalf of all students at the University.
- 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 UCSIU-SC President or the Deputy President of the person that represents him/her prior to the Student Council Representative meeting.

7. Executive Branch

- 7.1. The members of the executive branch of Student Council consists of the President, Deputy Presidents, Head of Secretary, and Head of Treasurer of the UCSIU-SC.
- 7.2. The suspension of any Cabinet Members must be done with the consent and support of the executive branch, then will be initiated by the UCSIU-SC's President.

8. Chief Executive Branch

- 8.1. The members of the chief executive branch of Student Council consists of the President and Deputy Presidents of the UCSIU-SC.
- 8.2. The chief executive branch is in-charge of ensuring the Student Council Election runs smoothly.

9. Student Body

9.1. Any student enrolled in UCSI University is considered part of the student body.

10. Student Board

10.1. Consists of the deputy secretary, deputy treasurer, and the cabinet members of UCSIU-SC.

ARTICLE VI Meetings

1. The Student Council Representatives shall meet at least once a month excluding the final exam month.
2. The President will determine the date and the time of meetings.
3. The Secretary on behalf of the President shall prepare the agenda of the meetings and notify all Student Council Representatives of the meeting.
4. Notification to the Student Council Representatives must be of at least 48 hours in advance of the meeting.
5. For a Student Council Representatives meeting to be legitimate a quorum of 50% plus one (1) of the full membership of the Student Council Representatives is required.
6. The UCSIU-SC shall hold an Annual General Meeting to which all members of the Cabinet Members are required to attend.
7. For an Annual General Meeting to be legitimate a quorum of two thirds (2/3) of the full membership of the Cabinet Members is required.
8. The President shall, at each Student Council Representatives meeting, give information on the state of the University and the Student Council, and recommend for their consideration such measures judged necessary and expedient.
9. The advisor of the Student Council or his/her designee must be present for any General Meeting or Annual General Meeting to be legitimate.

ARTICLE VII Decision Making

1. Each resolution shall be subject to confirmation by a simple majority vote of the Student Council Representatives. If confirmed, the Chief Executive Branch of the Student Council may reject the resolution with valid reasoning.
2. The President shall have the power to sign or veto all resolutions of the Student Council Representatives of Student Council.
3. The President's decision to reject a resolution may be overridden by a 75% vote of the Student Council Representatives.

ARTICLE VIII Election Process

1. The current Student Council committee will announce the elections date for the upcoming academic year. This 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 who have been nominated will be given a date to start their campaigns to gain support from their fellow students. This may involve creating posters, e-flyers, and other promotional materials. A forum date will be set for the candidates to debate or to give their speeches.
4. The voting process will be an electronic voting system. There will be a portal for the students to nominate their preferred candidates. Student Affairs and Alumni Department will ensure that the vote results are generated accurate from the system. Once the votes have been verified, the results are announced to the student body.
5. The outgoing Student Council members must hold a transition meeting with the newly elected members to pass on important information, responsibilities, and ongoing projects. This will be witnessed by the Student Affairs and Alumni Department.
6. The newly elected Student Council members are officially inaugurated into their positions starting 1 January of that calendar year. This may involve a formal ceremony where they take an oath of office and receive their responsibilities from the outgoing student council members. This will be witnessed by the Student Affairs and Alumni Department.
7. The new Student Council members will officially begin their term in office, representing the interests and concerns of the student body for the duration of 1 year. Their tenure will end 31 December of that calendar year.

ARTICLE IX Finances

1. A Financial Report of Student Council and Student Organization will be submitted Semesterly to the Head of Student Activities and Recreational, SAA .

ARTICLE X Amendments

1. Any amendment to this constitution (or bylaws) shall be made available for public inspection.
2. Amendments to the Constitution will require a 75% majority of all Student Council Representatives.
3. This Constitution supersedes all previous constitutions of the Student Council and its ratification nullifies all pending amendments to the current constitution. This Constitution shall take immediate effect when it shall have been ratified by the Executive Branch of the Student Council.
4. This Constitution and its associated rules, regulations, and amendments thereto are subject to provisions of the Rules and Regulations of the University Council of UCSI University.

Student Council Election Rules

Registration:

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 to complete the Registration Form.
3. Each team must pay a deposit of RM100, which is refundable.
4. Each team must complete four Reference Forms (two Reference Forms for each nominee)

Qualifications:

1. The candidates for the roles President and Deputy President must be registered full-time students for the immediate past two (2) semesters at the time of the application, as so defined by the Office of Registrar, in order to file for and campaign for elective office within Student Council.
2. All students not on scholastic or disciplinary probation, as so recorded by the Office of the Registrar, shall be eligible to campaign for and hold elective office within Student Council.
3. Each of the Student Council President and Student Council Deputy President must have Cumulative Grade Point Average (CGPA) of above 2.8.
4. They must not have been on scholastic or disciplinary probation sanction in the previous semester up until the point of appointment.
5. The President and Deputy President shall run on one slate and will jointly be referred to as the Chief Executive Branch of UCSIU-SC.
6. The candidates need to be registered students for the entire term of office (one year) and should be on-campus for at least two (2) semesters.

Disqualification:

1. A team will be disqualified if any of the following is found to be true:

- a) The candidate(s) do not meet the criteria given above.
- b) The team (either the candidate for President or Deputy President) violated other election/campaign rules.
- c) The team (either the candidate for President or Deputy President) is found guilty of violating UCSI University's rules, which will result in disciplinary action.
- d) Either the candidate for President or Deputy President has been removed / blacklisted from any of the previous Student Council.

Deposit (Refund/ Forfeiture):

1. Every team will receive a full refund after the election.
2. The RM100.00 deposit paid will be forfeited if:
 - a) The team withdraws from the election after signing the disclaimer form.
 - b) At the end of the election, the campaigning posters of the team are not removed within the allocated time.
 - c) Failure to obtain approval before distributing the campaigning materials.

Nomination:

1. Each candidate must receive 30 nominations from supporting students and two recommendation letters from their respective lecturers (two for each nominee) within the set period.
2. Supporters of one team cannot endorse another team. Once a nomination has been submitted, it cannot be recalled. Each student can only nominate one team.
3. The Election Commission reserves the right to reject any nomination at its own discretion.

Campaign Rules:

1. All candidates registered for the Student Council Election will conform to the campaign rules stipulated in this document.
2. Candidates are allowed to use e-flyers, posters, notices, banners, emails, e-board

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.

Campaigning in Dorms/Hostels:

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 residents who refuse 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 Dorms/Hostels must first be vetted and approved by the Student Affairs and Alumni Department, prior to being distributed/ used.

Flyers, E-Flyers, Notices and Posters:

1. Flyers (pamphlets/brochures) are any paper/card distributed by a team or its supporters to the general student population.

2. Notices are any paper in A4 size or smaller that is posted on the approved boards.

3. Posters are any paper or card bigger than A4.
4. All e-flyers, notices and posters must first be approved by Student Affairs and Alumni Department prior to being posted and must bear their information.
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 posted on faculty notice boards require prior permission and agreement from the faculty.
7. Space is on a first-come, first-served basis.
8. Candidates team members may station members or supporters in prominent spots to distribute flyers. The team members are responsible to ensure that flyers thrown by students do not litter the University.

Banner:

1. The placement of banners is subject to approval from the Student Affairs and Alumni Department and the Group Logistics Management Office (GLMO). Each team is advised to submit a draft sketch of the intended banner and the proposed space (to display their banners) to the Chief Executive Branch of UCSIU-SC for approval before printing.

E-board:

1. Candidates who wish to use the e-board to circulate their information in the University are to submit their materials to Student Council and Student Affairs and Alumni Department, who will liaise with Group Corporate Affairs (GCA).

Forum:

1. The Student Council will organise a forum. Teams may use this forum as a platform to voice their plans, proposals, vision and mission.
2. The forum is to be held in example at the Block G, GG07/GG08, UCSI University.
3. Questions regarding the candidate's vision would be posed to the candidates by the Student Affairs and Alumni Department, Student Council Executive branch and all UCSI University

students.

4. On the day of the forum, candidates are to arrive 30 minutes before the forum begins.
5. The forum will also provide a platform for the candidates to debate among one another.
6. All candidates from each team must attend the forum on the specified date, time and place. Failure to do so may result in disqualification.
7. Defaming other teams on a personal basis is strictly prohibited. Team members are to remain professional at all times.

Publicity Booth:

1. Candidates are allowed to set up publicity booths in the Lobby to distribute their materials and mingle with students; this must receive prior approval from the student council and Student Affairs.
2. Each team wishing to do so must first complete the Facilities Booking Form and submit it to the Student Affairs Department.
3. No tokens or gifts shall be distributed by candidates to the students in relation to the election.
4. Booths are subject to availability and approval by the Student Affairs and Alumni Department & Group Logistic Management Office.

Candidates are advised to consult the student council if there are any doubts in order to avoid misunderstanding of the rules stipulated in this document. The student council may continue to enact new rules and regulations to ensure a smooth election process.

Election:

E-voting will be implemented. All active students are automatically registered to vote online through a portal set up by SAA on the voting day. Candidates are not allowed to campaign during the voting period. Candidates are also not allowed to appear around the voting area. Voting station will be located in the South Wing. The election will start at 9AM and end at 6PM. No appeals will be entertained upon release of the official results.

Announcement of Results:

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 endorsed by the Deputy Vice-Chancellor of the Student Affairs and Alumni Division. Once the verification process is complete, all candidates are required to be present at the Lobby, Block A, South Wing and the Student Council will make an official announcement of the results for the Student Council Election. The official results will also be announced through E-board and E-blast to all UCSI University students the day after the election. The template of the official result's poster will be prepared by the Chief Executive Brach of UCSIU-SC after the results are official.