



**UOW
MALAYSIA**

PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK

UOW Malaysia Clubs & Societies Handbook

(Updated as of 6th January 2023)

DISCLAIMER

UOW Malaysia 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 reserves the right to revise, amend, or change items set forth in this handbook from time to time.

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1.0 Procedures of Establishing Club/Society

1.1 Authentication

Ensure the authenticity of the Club/Society that you propose to establish by checking the list of current Club/Society registered with Student & Alumni Centre.

Ensure that the objectives of your proposed Club/Society are not similar to a pre-existing Club/Society.

1.2 Registration

Complete the **Formation of New Club/Society Form**. The form is accessible at Student & Alumni Centre.

The form must be supported by at least **twenty (20)** interested UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College students' signatures.

1.3 Constitution

Each Club/Society must discuss and write their **Club's Constitution**. The Club's constitution must be discussed and agreed by the Club/Society Pro-Tem Committee. Constitution must spell out the following:

- 1.3.1** Official Club/Society Name & Address
- 1.3.2** Objectives
- 1.3.3** Vision & Mission
- 1.3.4** Types of Activities to be conducted.
- 1.3.5** Motto and Logo
- 1.3.6** Club's Membership (Rights and Responsibilities)
- 1.3.7** Executive Council
- 1.3.8** Annual General Meeting & Election Process
- 1.3.9** Changes & Amendment of Constitution
- 1.3.10** Suspension/Disbandment

1.4 Pro-Tem Executive Council

A Pro-Tem Executive Council can be appointed in the interim to administer the Club/Society for three (3) months. The positions are for;

- 1.4.1** President
- 1.4.2** Vice President
- 1.4.3** Secretary
- 1.4.4** Treasurer
- 1.4.5** At least three (3) Committee Members

A brief description of the duties and responsibilities of each position is specified under Section 2.5.

An official election must be held after three (3) months to instate a permanent Executive Council. Upon appointment, fill in and submit **Executive Council List Form**, verified, and approved by Club Coordinator / Club Advisor (for School Club only) and submit to Student & Alumni Centre.

Final year student or students going for internships cannot hold any Executive Council position.

1.5 Presentation & Result

Student & Alumni Centre will provide a presentation date for Pro-Tem Executive Council to present the importance and significance of their proposed Club/Society to students in UOW Malaysia KDU University College, UOW Malaysia KDU College and UOW Malaysia College.

Pro-Tem Executive Council also expected to present their long-term planning to sustain their Club/Society.

The following documents must be submitted to Student & Alumni Centre during the presentation;

1.5.1 Formation of New Club/Society Form

1.5.2 Club/Society Membership Form

1.5.3 Constitution

1.5.4 Executive Council List Form

Student & Alumni Centre will inform the result of the presentation within fourteen (14) working days.

1.6 Appointment of Club Coordinator

Upon approval of the Club/Society, one (1) Club Coordinator will be appointed by Student & Alumni Centre. The roles and responsibilities of the Club Facilitator are specified under Section 5.3

2.0 Management of Club/Society

2.1 Term

All Executive Council must hold their position on a one (1) year term. Annual General Meeting and election of new Executive Council and Committee Members must be done before 31st December.

However, in any cases where the term of office for any Club/Society is different from the stated date, Club/Society must inform their Club Coordinator and must state in their Constitution.

2.2 Meeting/Training

Meeting/Training is referring to weekly activity conducted by Club/Society; depending on the nature of the Club/Society. Each Club/Society must conduct at least one (1) meeting/training per semester. It is advisable for Club/Society to arrange their meeting/training regularly.

Every executive council meeting/training must be informed and supervised by Club Advisor (for School Club only) and Club Coordinator. Failure to do so will result in suspension of any future meetings/trainings. In the Executive Council Meeting, executive council need to discuss important matters related to their Club/Society such as to evaluate or review past events or upcoming events or to plan for future events.

No proposal will be required for the weekly or monthly meeting/training. However, Club/Society is required to submit their Event Proposal & **Facility Booking Form**, verified by Club Advisor (for School Club only) or Club Coordinator one (1) month before the requested date. In any case if two (2) Clubs/Societies requested the same venue/day, Student & Alumni Centre will refer to the received date of the booking form. Club Coordinator will inform the results of the booking within one (1) week from the date of the received form.

2.3 Events/Activities

Each Club/Society must plan their events/activities in yearly basis or by their term of office. All planned events & activities must be stated in **Calendar of Events/Activities**.

All planned events & activities must be relevant and in accordance with the Club/Society's objectives. Club/Society is required to state their annual plan and submit the **Calendar of Events/Activities** to Student & Alumni Centre after they have conducted their Annual General Meeting or before 31st December every year.

The Club/Society must conduct at least one (1) Youth Empowerment Plan Adaptation Event, one (1) University Social Responsibility, one (1) alumni related event and one (1) club related event such as Industry Visit/Talk or Cultural Activity.

2.4 Finance

Each Club/Society will be allocated **Ringgit Malaysia: Three Hundred (RM300)** annually from Student & Alumni Centre. This amount is available for the club to use to organise their Club/Society and not for any planned events/activities (except for meetings). If any Club/Society has not/has not finish using the budgeted fund before November every year, the balance will not be carried forward.

Club/Society must be self-funded as this is in line with UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College's objectives to instil entrepreneurship skills to students. Club/society can increase their financial resources by:

2.4.1 Competition Fees

2.4.2 Cash Prize

2.4.3 Profit from organised events and activities.

Club/Society are not allowed to collect money within or outside the campus; unless authorised by Student & Alumni Centre. All collections and donations must be approved by Student & Alumni Centre and any payment by cheque should be made payable to **UOW MALAYSIA KDU UNIVERSITY COLLEGE SDN BHD**.

Any expenses that require Club/Society to make payment in advance should have approval from Student & Alumni Centre. Students must provide supporting receipts, claimable by Student & Alumni Centre.

Club/Society are not allowed to keep any cash with them. All cash and proceeds from events and activities must be submitted to Club Coordinator together with **Event/Activity Financial Report Form**, verified by Club Advisor (for School Club only) or Club Coordinator. Club/Society can utilize this fund for their future events and activities.

Club/Society may apply fund from Student & Alumni Centre; depending on the nature of their events and activities. A proposed budget should be attached in a detailed proposal; verified and approved by Club Advisor (for School Club only) or Club Coordinator and submitted to Student & Alumni Centre for further approval.

If a Club/Society participated in any event or competition that requires competition/participation fees, Club/Society can apply for SAC fund. If the Club/Society win cash prizes in competition/tournament they participated in, the winning prize shall be shared equally with Student & Alumni Centre if the competition/tournament fees is fully funded by Student & Alumni Centre. Cash prizes, however will be fully owned by the Club/Society if the Club/Society use their own Club fund for that purpose.

Club/Society should keep an accurate and truthful record of their club account. Treasurer should inform Club Advisor (for School Club only) or Club Coordinator of the current amount at all times. **Annual Financial Report Form** should be verified by Club Advisor (for School Club only) or Club Coordinator and submitted to Student & Alumni Centre after Annual General Meeting. Club Coordinator and Club Advisor (for School Club only) have the right to request for financial report at any given time upon request.

2.5 Executive Council

Executive Council shall consist of;

2.5.1 President

- 2.5.1.1 To chair all Club/Society meetings and verify minutes of meeting.
- 2.5.1.2 To assign all meetings.
- 2.5.1.3 To present Club/Society's future events and activities to all members.
- 2.5.1.4 To discuss with Executive Council and Committee Members in regards of club's management and activities.
- 2.5.1.5 To verify with Treasurer all advance claims for club's events and activities and Annual Financial Report Form.
- 2.5.1.6 To be responsible for all Club/Society events and activities.

2.5.2 Vice President

- 2.5.2.1 To assist Club's President with regards to Club/Society events & activities.
- 2.5.2.2 To stand in for Club's President in any case where Club President is absent due to academic or medical reasons.

2.5.3 Secretary

- 2.5.3.1 To be responsible for Club's file and documentation.
- 2.5.3.2 To record and keep all minutes of meetings.
- 2.5.3.3 To prepare complete and updated report for Annual General Meeting.
- 2.5.3.4 To keep the complete and updated list of club's members.
- 2.5.3.5 To call for meetings.
- 2.5.3.6 To prepare all written materials for club's events and activities (forms, letters, proposals).

2.5.4 Treasurer

- 2.5.4.1 To prepare club's financial report form.
- 2.5.4.2 To keep and update club's account at all time.
- 2.5.4.3 To be responsible for club's financial matters.

2.5.5 At least three (3) Committee Members with specific roles and responsibilities are related to the Club/Society.

All selected Executive Council must be elected during Annual General Meeting and hold their position for one (1) year. Students are also **NOT ALLOWED** to hold more than one (1) Executive Council position in any Club/Society registered with Student & Alumni Centre.

Final year student or students going for internships cannot hold any Executive Council position.

Responsibilities of the Executive Council;

2.5.6 Executive Council may form an Organising Committee Members from time to time among its club members after the approval from Student & Alumni Centre for specific purposes such as events and activities.

2.5.7 Executive Council may call for meetings to discuss important and relevant things related to Club/Society.

2.5.8 Executive Council will accept the resignation of any Executive Council and Ad Hoc Committee Members.

2.5.9 Executive Council should plan, implement, monitor and evaluate all Club/Society events and activities.

2.5.10 Executive Council should be responsible to all events and activities organised by Club/Society.

2.6 Membership

Membership for Club/Society must be written in the Club's Constitution. Club/Society must state in their club's constitution whether the membership is open to UOW Malaysia KDU University College or UOW Malaysia KDU College or UOW Malaysia College or for certain School's only.

Club/Society is not allowed to have specific membership that is not reasonable, specific to certain personal or physical traits and purposely exclude certain groups of students.

Students may sign up the membership via <https://bit.ly/3Z8lYni>.

2.7 Suspension/Disbandment

Student & Alumni Centre has the right to suspend or disband any Club/Society or Executive Council if;

- 2.7.1** Events and activities conducted are of no significance to the members or related to the club's objectives.
- 2.7.2** Fail to recruit or sustain the minimum number of club members as stated in their club's constitution.
- 2.7.3** Being inactive and fail to organise meetings, events and activities for the Club/Society.
- 2.7.4** Violation of UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College rules and regulations during the execution of events or activities or plan to organise any events or activities that will invite or pose a risk to UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College reputation.
- 2.7.5** Fail to obtain Student & Alumni Centre approval prior to participate in external events or organising events.

2.8 Publication/Social Websites

Club/Society is compulsory to apply and get written approval from Student & Alumni Centre to publish, circulate or distribute any printed or electronic materials that bear their club's name.

Club/Society must apply and get written approval to set up any social websites specifically for their club members. Upon approval, Club Coordinator and Club Advisor (for School Club only) must be added to monitor club's page.

2.9 External Invitation

The Club/Society is required to inform, apply and get approval from Student & Alumni Centre before they can participate in any invitation from external parties. This clause is also applicable to Club/Society in any case where they plan to invite an external party for events and activities.

2.10 Restrictions

As representatives of UOW Malaysia, Club Coordinator has the right to veto any decision of the committee members and Club Advisor (for School Club only) which can be detrimental to the UOW Malaysia's reputation and community.

All club/society must not indulge in any political activities and should be considerate about the sensitivities of UOW Malaysia community. Critical appraisals of societal issues are permitted within the bounds of a balanced, academic approach. However, prior permission must be obtained from the Club Coordinator.

All club/society are to promote their relevant activities to commensurate with their stated objectives. They are not to become pressure groups within the UOW Malaysia to cause conflict between the staff and student community.

Approval for club/society to hold meetings or for an individual to hold office is a privilege extended by the UOW Malaysia, which may be revoked, if necessary, without the need for explanation.

All external correspondence must be made through the Club Coordinator and co-signed by the Club Advisor (for School Club only).

3.0 Management of Club/Society Meeting

3.1 Types of Meetings

There are five (5) types of meetings.

- 3.1.1 Annual General Meeting (AGM)
- 3.1.2 Extraordinary General Meeting (EGM)
- 3.1.3 Executive Council Meeting
- 3.1.4 Organising Committee Meeting
- 3.1.5 Subcommittee Meeting
- 3.1.6 Ad hoc/Temporary Committee Meeting

3.2 Annual General Meeting

Annual General Meeting (AGM) is the most important meeting in a club/society. AGM should involve all registered club members and held every year before 31st December.

Club/Society must submit **Event/Activity Proposal & Facility Booking Form** to hold an AGM; both verified by Club Advisor (for School Club only) / Club Coordinator. Club/Society will be given a **Checklist for Annual General Meeting** before the approval. Upon approval, Club Coordinator will coordinate the date and venue for the AGM.

The agenda of AGM shall contain;

- 3.2.1 Opening Speech by Chairman
- 3.2.2 Speech by Club Advisor (for School Club only)
- 3.2.3 Presentation and Verification of previous AGM minutes.
- 3.2.4 Presentation and Verification of Annual Activities Report
- 3.2.5 Presentation and Verification of Annual Financial Report
- 3.2.6 Selection and Appointment of Club's New Committee Members
- 3.2.7 Amendment of Club's Constitution (if any)
- 3.2.8 Adjournment Speech

Secretary must circulate the **AGM Notice** and **previous AGM Minutes of Meeting** to all registered club members fourteen (14) days before the meeting.

It is advisable that email and posters are used for the AGM Notice while the minutes of previous Annual General Meeting is circulated during the AGM itself.

AGM must be attended by at least two-thirds (2/3) of the registered club's members as the requirement to meet the quorum.

AGM must also be attended by Club Advisor (for School Club only) and Club Coordinator.

Any decisions made during the AGM shall be made of majority vote if not less than two-thirds (2/3) present club members.

Club Advisor (for School Club only) and Club Coordinator have the rights to postpone or cancel the AGM if it is not enough quorums, violating UOW Malaysia's rules and regulations, has elements of threats, corruption, violence and fighting during the meeting.

AGM Report must be submitted to the Club Coordinator within seven (7) working days; verified by Club Advisor (for School Club only) / Club Coordinator. AGM Report shall contain;

3.2.9 Notice for Annual General Meeting

3.2.10 Annual General Meeting Minutes

3.2.11 Annual General Meeting Attendance List

3.2.12 List of Club Members (Latest)

3.2.13 Committee Member Form

3.2.14 Calendar of Event

Club/Society that fails to hold AGM before 31st December, appoint new Executive Council and not complies with the above guidelines may results in the club's registration revoke or suspend.

3.3 Extraordinary General Meeting

Extraordinary General Meeting is conducted when an issue arises and cannot be implemented or resolved at the Executive Council level.

The implementation of EGM should be similar with the means of the AGM held; agenda, notice, attendance and quorum.

3.4 Executive Council Meeting

Executive Council is expected to conduct Executive Council Meeting per semester attended by Club Advisor (for School Club only) / Club Coordinator and approved by Student & Alumni Centre.

It is secretary's responsibilities to record and keep all minutes of meeting for all Executive Council Meeting and these minutes must be verified during next meeting. A copy of the minutes must be kept by Club Coordinator.

Secretary must circulate the Executive Council Meeting Notice at least three (3) days before the meeting.

No less than one/third (1/3) of the Executive Council can form a quorum.

Any Executive Council who absents more than three (3) times for the meeting have to submit their show cause letter to the Club Advisor (for School Club only) & Club Coordinator. Club Advisor (for School Club only), Club Coordinator and Executive Council has the rights to withdraw any Executive Council from their position if they are not cooperating or performing their duties after being elected.

3.5 Organising Committee Meeting

Organising Committee Meeting is held when a club/society is in the process of organising any events/activities; club's or UOW Malaysia's level. The purpose of this meeting is to discuss about the planning and execution of the events/activities. This meeting also serves to discuss and to form a subcommittee for the events/activities.

The frequency of the meeting will depend on the need of the events/activities. Project Manager will decide the agenda and Project Secretary will circulate the notice one (1) week before the meeting. The quorum for Working Committee Meeting usually consist of one-third (1/3) from the club's members.

Project Secretary will prepare the minutes of meeting and will circulate the minutes together with the notice for the next meeting.

3.6 Subcommittee Meeting

Subcommittee Meeting is held by subcommittee members in a working committee which have been selected carry out specific task for an event/activity. Examples of the subcommittee;

3.6.1 Registration

3.6.2 Technical & Logistics

3.6.3 Prizes & Souvenirs

3.6.4 Food

3.6.5 Master of Ceremony/Performance

The frequency of the meeting will depend on the amount of task. Subcommittee can choose to formally write their minutes of meeting or a simple checklist to be presented during Working Committee Meeting.

3.7 Ad Hoc/Temporary Committee Meeting

Ad Hoc/Temporary Committee Meeting are held when;

3.7.1 A group of students discuss the establishment of a new club

3.7.2 A club has or has yet to appoint their Committee Members (Pro-Tem)

3.7.3 A group of students working on a special project/ad hoc event.

3.8 Role of Committee Members in a Meeting

3.8.1 President/Project Manager

3.8.1.1 Initiate and start the meeting

3.8.1.2 Introduce new members

3.8.1.3 Present new events/activities/project

3.8.1.4 Discuss meeting agenda

3.8.2 Secretary/Project Secretary

- 3.8.2.1 Prepare and circulate meeting invitation
- 3.8.2.2 Prepare minutes of previous meeting to be circulated before the meeting
- 3.8.2.3 Prepare meeting agenda and meeting venue
- 3.8.2.4 Prepare meeting attendance
- 3.8.2.5 Record and prepare minutes of current meeting

3.8.3 Committee Members

- 3.8.3.1 Present tasks related to the designation/event/activity
- 3.8.3.2 Present problems related to the designation/event/activity
- 3.8.3.3 Present ideas related to the event/activity

4.0 Procedures to Organise Event/Activity

4.1 Planning of Event/Activity

Club/Society must conduct at least one (1) Youth Empowerment Plan Adaptation Event, one (1) University Social Responsibility, one (1) alumni related event and one (1) club related event such as Industry Visit/Talk or Cultural Activity in a year to ensure the club's sustainability and to achieve their club's vision and mission.

The planned Event/Activity must be in accordance with the club's objectives and purposes. Club/Society must discuss the details of their planned Event/Activity with their Club Advisor (for school club only) or Club Coordinator.

The planned Event/Activity must be executed as in the approved proposal. Any changes must be notified to the Club Advisor (for School Club only) and Club Coordinator before the event. Student & Alumni Centre has the rights to end the Event/Activity if it is found violated UOW Malaysia rules and regulations.

High-risk and external Event/Activity must comply with the additional requirements as below;

4.1.1 To fill in **Indemnity Form** before the event/activity.

4.1.2 To be accompanied by a Club Advisor (for School Club only)/Club Coordinator

4.1.3 To be attended by a Health & Wellness Centre staff

4.2 Student & Alumni Centre's Approval

Any Event/Activity organised by Club/Society must be verified by Club Advisor (for School Club only) / Club Coordinator, notified to the Club Coordinator and approved by Student & Alumni Centre.

Examples of Events/Activities organised by Club/Society are;

4.2.1 Annual General Meeting/Organising Committee Meeting

4.2.2 Executive Council Meeting

4.2.3 Trainings

4.2.4 Club/Society-level Event/Activity

4.2.5 University-level Event/Activity

4.2.6 External Invitations (Competition/Tournament/Conference, etc.)

Student & Alumni Centre reserves the rights to suspend a Club/Society until a specific date if a Club/Society fails to inform Student & Alumni Centre about their Event/Activity.

Prior to Student & Alumni Centre's approval, Club/Society will receive a which enlist all the documents they need to fill in, verified and send to Student & Alumni Centre for approval.

Club/Society is not allowed to organise any event/activity one (1) month before Final Examination (unless with approval from Student & Alumni Centre Manager)

4.3 Submission of Event/Activity Proposal

A detailed proposal and **Event/Activity Proposal & Facilities Booking Form**; verified by Club Advisor (for School Club only) / Club Coordinator must be submitted to the Student & Alumni Centre.

A detailed proposal must contain all the following;

4.3.1 Front Page

- 4.3.1.1 Club/Society Logo
- 4.3.1.2 Event/Activity Name
- 4.3.1.3 Event Date
- 4.3.1.4 Venue
- 4.3.1.5 Organiser
- 4.3.1.6 Co-Organiser

4.3.2 Executive Summary

4.3.3 Purpose

4.3.4 Introduction

4.3.5 Objectives

4.3.6 Theme (if any)

4.3.7 Organiser & Co-Organiser (if any)

4.3.8 Date & Time

4.3.9 Venue

4.3.10 List of VIP (if any)

4.3.11 List of Speakers/Panel/Presenters/Facilitator/Coaches/Vendors

4.3.12 Target participant & No. of Target Participants

4.3.13 Organising Committee

4.3.14 Event Itinerary

4.3.15 Proposed Budget

4.3.16 Conclusion

4.3.17 Verification

Refer to the **Example of Proposal for Club & Society Event/Activity** on the detailed description on event proposal writing.

If the Event/Activity involving any external parties, Club/Society must mention in the Event Activity Proposal & Facilities Booking Form and this form is compulsory to be submitted with the proposal of the Event/Activity.

4.4 Deadline for Proposal Submission

The deadline for proposal submission is as below;

- 4.4.1** At least one (1) month for Annual General Meeting/Extraordinary General Meeting
- 4.4.2** At least one (1) month for Organising Committee Meeting/Executive Council Meeting.
- 4.4.3** At least **one (1) month** for Trainings, Club-level Event/Activity and External Invitations
- 4.4.4** At least **three (3) months** for University-level Event/Activity.

Student & Alumni Centre has the rights to reject any proposals send after the submission deadline. Organising Committee has to propose a new date if they want to organise the rejected Event/Activity.

4.5 Application for Student & Alumni Centre Subsidy/Fund

Club/Society can apply for subsidy/fund from Student & Alumni Centre for their Event/Activity. The requested amount has to be stated inside the proposed budget in the detailed proposal.

The approved amount of subsidy/fund will be decided by the Presentation Panel after the proposal presentation by the Organising Committee.

Subsidy/Fund will not be granted to the Event/Activity organised by Club/Society if:

- 4.5.1** The event/activity is fully subsidised by government/private agency and schools.
- 4.5.2** The purpose of the event is to raise fund for the Club/Society.
- 4.5.3** The natures of the Event/Activity are Annual Dinner, Meetings, Award & Prize Giving Ceremony and weekly/monthly activities.
- 4.5.4** The event is approved less than one (1) month before the event date.

4.6 Proposal Presentation by Organising Committee

Depending on the nature, type and level of the Event/Activity, Organising Committee will be called to do a presentation about their Event/Activity.

Club Coordinator will inform Organising Committee about the date and venue for them to present their proposal within one (1) week after the submission of the proposal.

The Organising Committee shall:

- 4.6.1** Prepare a power point presentation (maximum ten (10) slides)
- 4.6.2** The presentation must cover Event/Activity logistic details, background and introduction of the Event/Activity, objectives, impact of the Event/Activity to UOW Malaysia KDU and proposed budget.
- 4.6.3** Follow UOW Malaysia Dress Code.
- 4.6.4** Send two (2) Organising Committee members (not including Secretary) to present the proposal.
- 4.6.5** Present at a given time of ten (10) minutes.
- 4.6.6** Punctual.

If the Organising Committee fails to attend the presentation slot without earlier notice, the Presentation Panel has the rights to reject the proposal.

Presentation Panel consists of:

- 4.1.1** Manager of Student & Alumni Centre
- 4.1.2** Club Coordinator

Result of the presentation will be informed during the presentation session. If the presentation is rejected by Presentation Panel, Organising Committee can choose to amend their proposal and apply for Student & Alumni Centre approval again.

For Event/Activity that does not require presentation will be notified of Student & Alumni Centre's approval within seven (7) working days.

4.7 Execution of the Event/Activity

For any approved Event/Activity, Organising Committee will proceed to execute their Event/Activity.

The Event/Activity must be conducted as approved by the Presentation Panel during the Presentation. Any significant differences or additions may result in the Event/Activity being ended by Student & Alumni Centre if it is found that it has the potential to cause problems to UOW Malaysia and its students.

Organising Committee must ensure that all UOW Malaysia facilities and equipment are in good condition before, during and after the Event/Activity. Organising Committee shall be responsible for any damaged facilities and equipment used during the conduct of their Event/Activity.

Organising Committee shall ensure that the venue is cleaned after the Event/Activity.

4.8 Event/Activity Report

Organising Committee must send a report of the Event/Activity within three (3) days upon completion of their Event/Activity.

The report shall consist of;

4.8.1 Event/Activity Report Form & Write-up

4.8.2 Event/Activity Financial Report Form

4.8.3 Twenty (20) softcopy Event/Activity photos

Failure to submit the report will result in the suspension of any future Event/Activity.

Event/Activity Report must be verified by Club Advisor (for School Club only) / Club Coordinator and submitted to Club Coordinator. A copy of the report must be kept in the Club's File by Club's Secretary.

4.9 Requisition of Non-Academic Certificate

Organising Committee can request for certificate for the participants for their Event/Activity.

It is advisable that the requisition is made when Organising Committee send their proposals for approval.

Requisition of Non-Academic Certificate Form must be filled in and submitted to Club Coordinator. Upon approval, Club Facilitator will prepare and issue the requested certificates within fourteen (14) working days.

5.0 Roles & Responsibilities of Club Advisor & Club Facilitator

5.1 Selection of Club Advisors

Only School Club/Society are required to have one (1) Club Advisor. A Club Advisor must be a full-time UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College academic staff. An advisor can only hold advisory position for one (1) Club/Society at any one time.

The position for Club Advisor is selected by Student & Alumni Centre during the establishment of the Club/Society. In any case if the Club Advisor is resigning from UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College, he/she may suggest other academic staff to be the new Club Advisor or the Executive Council may approach and select any other voluntary academic staff to be their Club Advisor.

The term of appointment for each Club/Society Advisor will two (2) years.

5.2 Roles and Responsibilities of Club Advisor

Club Advisor should be able to guide and assist a Club/Society to achieve the club's vision and objectives. In general;

- 5.2.1** Club Advisor should be familiar with Club/Society constitution, vision, mission and objectives.
- 5.2.2** Club Advisor should attend at least two (2) Executive Council Meeting and events or regularly meet with the Executive Council and club members.
- 5.2.3** Club Advisor should assist Club/Society with the development of meeting agendas, feedback and goal setting.
- 5.2.4** Club Advisor should nurture and develop students' leadership skills.
- 5.2.5** Club Advisor should model professional attitude and behaviours.
- 5.2.6** Club Advisor should provide suggestions for the continuity of the Club/Society.
- 5.2.7** Club Advisor should provide suggestions that lead to positive outcomes.
- 5.2.8** Club Advisor should advocate for Club/Society concerns.
- 5.2.9** Club Advisor should be familiar with all the process and procedure of the UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College.
- 5.2.10** Club Advisor must be present at all **after hours Event/Activity** that the Club/Society is organising.
- 5.2.11** Club Advisor should serve as authorised signature for all official forms and documents for the Club/Society.

5.3 Roles and Responsibilities of Club Coordinator

Club Coordinator should be able to provide as communication link between the Club/Society and the Student & Alumni Centre. The following is the basic responsibilities;

- 5.3.1** Club Coordinator should assist Club/Society in developing an understanding of and fulfilling their mission and objectives in UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College.
- 5.3.2** Club Coordinator should be able to assist Club/Society to exemplifying the Student & Alumni Centre vision and mission.
- 5.3.3** Club Coordinator should ensure all Club/Society attends all mandatory meetings organise by Student & Alumni Centre and UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College.
- 5.3.4** Club Coordinator should be a liaison between Club/Society and UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College.
- 5.3.5** Club Coordinator should assist in every bookings, sponsorship, budgeting and advertising and promotions for all Club/Society Event/Activity.

FORMATION OF NEW CLUB/SOCIETY

A. CLUB INITIATOR					
NAME	:				
STUDENT ID NO.	:				
PROGRAM	:				
EMAIL ADDRESS	:				
CONTACT NO.	:				

B. CLUB/SOCIETY DETAILS					
NAME	:				
CATEGORY TICK (✓) ONE	:	CULTURAL & CREATIVE		LEADERSHIP	
		RELIGIONS & WELFARE		SPORTS	
EMAIL ADDRESS	:				
CONTACT NO.	:				
OBJECTIVE	:	1.			
		2.			
		3.			
CLUB MEMBERSHIP	:	UOW MALAYSIA KDU UNIVERISTY COLLEGE			
		UOW MALAYSIA KDU COLLEGE			
		UOW MALAYSIA COLLEGE			
		SCHOOL/PROGRAM			
EXTERNAL AFFILIATIONS	:	YES		NO	
(IF YES, PLEASE FILL IN THIS COLUMN)	:	ASSOCIATION/CLUB			
		ADDRESS			
		CONTACT NAME			
		EMAIL ADDRESS			
		CONTACT NO.			

C. STUDENTS' DETAILS				
NO.	NAME	STUDENT ID	CONTACT NO.	SIGNATURE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

D. VERIFICATION		E. SAC APPROVAL	
SIGNATURE		SAC MANAGER'S SIGNATURE	
PROPOSED ADVISOR'S NAME		NAME	
DESIGNATION		DATE	
SCHOOL		APPROVED	REJECTED
		REMARKS:	



UOW
MALAYSIA

PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK

1.0 CLUB/SOCIETY

1.1 OFFICIAL NAME

.....

1.2 ADDRESS

.....

d/a STUDENT & ALUMNI CENTRE (SAC)
UOW MALAYSIA KDU UNIVERSITY COLLEGE
JALAN KONTRAKTOR U1/14, SEKSYEN U1,
40150 SHAH ALAM, SELANGOR DARUL EHSAN,
MALAYSIA.

1.3 OBJECTIVES (The purpose of the establishment of this club)

.....

.....

.....

1.4 VISION

.....

.....

1.5 MISSION

.....

.....

1.6 TYPE OF ACTIVITIES TO BE CONDUCTED (Must be in accordance with club's objectives)

1.6.1

1.6.2

1.6.3

1.6.4

1.6.5

1.6.6

1.7 MOTTO

.....

.....

1.8 LOGO

- 1.8.1 Club/Society is allowed to create and use their own logo to represent the identity of their club.



- 1.8.2 All logo created by club/society must be approved by Student & Alumni Centre.

2.0 MEMBERSHIP

2.1 CLUB'S MEMBERSHIP

- 2.1.1 All current UOW Malaysia KDU University College, UOW Malaysia KDU College and UOW Malaysia College are eligible to register as the (CLUB'S NAME) member if they fulfil the following requirements;

2.1.1.1 Current and registered UOW Malaysia students.

2.1.1.2

- 2.1.2 The proposed eligibility for membership of the club should be fair, reasonable, related to the goals and purpose of the club established and does not exclude any students for a particular purpose.

- 2.1.3 How to become the member of (CLUB'S NAME)

2.1.3.1

2.1.3.2

2.1.3.3

2.2 CLUB'S MEMBERSHIP RIGHTS

- 2.2.1 Club's members are entitled to:

2.2.1.1 Proposed, support and provide advice on matters related to benefit of its members and (CLUB'S NAME).

2.2.1.2 Vote at the Annual General Meeting.

2.2.1.3 Running for elected office for Club/Society Executive Council is subject to the following conditions:

2.2.1.3.1 No disciplinary offenses pending or has been found guilty of a disciplinary offense.

2.2.1.3.2 Not a FINAL YEAR student.

2.2.1.3.3 **Not doing PRACTICAL TRAINING** during his/her term of office.

2.2.1.3.4 Satisfactory academic achievement; unless with
authorized by Head of School.

2.2.1.4

2.2.1.5

2.3 CLUB'S MEMBERSHIP RESPONSIBILITIES

2.3.1 Respect and abide by the (CLUB'S NAME) constitution.

2.3.2 Adhere to all decisions taken in the (CLUB'S NAME) meetings, unless the
member has quit the Club/Society.

2.3.2.1 To perform all task entrusted to him/her by the Club/Society.

2.3.2.2 Notify in writing to the Secretary General if the member
wants to terminate his/her membership.

2.3.2.3

2.3.3

3.0 EXECUTIVE COUNCIL

3.1.1 The Executive Council should consist of;

3.1.1.1 President

3.1.1.2 Vice President

3.1.1.3 Secretary General

3.1.1.4 Treasurer

3.1.1.5 and other positions (**COMMITTEE MEMBERS**) authorized
by Student & Alumni Centre

3.1.2 Term of Office

3.1.2.1

3.1.3 Responsibilities of the Executive Council

3.1.3.1 President

3.1.3.2 Vice President

3.1.3.3 Secretary General

3.1.3.4 Treasurer

3.1.4 Executive Council Meeting

3.2 ANNUAL GENERAL MEETING

3.2.1

3.2.2

3.2.3 Election Process

3.2.3.1

3.2.3.2

3.3 EXTRAORDINARY GENERAL MEETING

3.3.1

3.3.2

4.0 CHANGES AND AMENDMENT OF CONSITUTION

4.1

4.2

4.2.1

4.2.2

5.0 INTERPRETATION OF CONSTITUTION

5.1

5.2

5.3

6.0 SUSPENSION/DISBANDMENT

6.1

6.2

7.0 ADVISOR SELECTION

7.1

.....

7.2

.....

PREPARED BY	REVISED BY
.....
SECRETARY	PRESIDENT
DATE:	DATE:

EXECUTIVE COUNCIL LIST FORM

A. CLUB/SOCIETY

CLUB/SOCIETY	:	
TERM OF OFFICE	:	START END

B. EXECUTIVE COUNCIL

PRESIDENT

NAME		STUDENT ID NO.	
EMAIL ADDRESS		CGPA	

VICE PRESIDENT (1)

NAME		STUDENT ID NO.	
EMAIL ADDRESS		CGPA	

VICE PRESIDENT (2)

NAME		STUDENT ID NO.	
EMAIL ADDRESS		CGPA	

SECRETARY

NAME		STUDENT ID NO.	
EMAIL ADDRESS		CGPA	

TREASURER

NAME		STUDENT ID NO.	
EMAIL ADDRESS		CGPA	

C. COMMITTEE MEMBERS

POSITION	NAME	EMAIL ADDRESS

D. VERIFIED BY CLUB SECRETARY

SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

E. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*

* For School Club only

EVENT/ACTIVITY PROPOSAL & FACILITIES BOOKING FORM

A. EVENT/ACTIVITY DETAILS				
EVENT/ACTIVITY	:			
CLUB/SOCIETY/SCHOOL	:			
NATURE OF THE EVENT/ACTIVITY		MEETING	AGM/EGM/OCM/MONTHLY/WEEKLY	
		EVENT/ACTIVITY	CLUB LEVEL/UNIVERSITY LEVEL	
		EXTERNAL INVITATION	COMPETITION/SEMINAR/CAMP/ETC	
EVENT DATE	:			
EVENT VENUE	:			
NO. OF PARTICIPANTS	:	UOWM UC / COLLEGE		EXTERNAL PARTICIPANTS

B. TYPE OF EVENT/ACTIVITY					
	FITSPIRATION		CAREER EXPLORATION		SUSTAINABILITY
	CULTURATION		HATCH UP		OTHERS

C. EXTERNAL PARTY DETAILS			
NAME	:		
COMPANY	:		
COMPANY ADDRESS	:		
LEVEL OF EDUCATION	:	DIPLOMA	
		DEGREE	
		MASTER	
		PhD	

D. LEARNING OBJECTIVES
1.
2.
3.

E. FUND APPLICATION			
	APPLYING		NOT APPLYING
REQUESTED AMOUNT	:	RM	

F. MPU 2422N TEAMWORK & COMMUNITY POINTS			
	APPLYING (10 POINTS)		NOT APPLYING

G. VENUE			
LAYOUT PLAN	:	YES <small>(SUBJECT TO APPROVAL BY FACILITIES DEPARTMENT)</small>	NO

H. EQUIPMENT			
EQUIPMENT		QUANTITY	
EQUIPMENT		QUANTITY	

I. PARKING			
NO. OF PARKING BAYS NEEDED	:		
VEHICLE REGISTRATION NO.	:	1. 2. 3. 4. 5.	6. 7. 8. 9. 10.

J. TRANSPORTATION			
NO. OF PASSANGERS	:		
	ROUND TRIP		ONE WAY
DEPARTURE DETAILS			
DATE		TIME	
TO		FROM	
ADDRESS			
DEPARTURE DETAILS (FOR ROUND TRIP ONLY)			
DATE		TIME	
TO		FROM	

K. TERMS AND CONDITIONS

1. All decorations, promotions materials, banners, buntings, and displays must be removed **immediately** after event.
2. Promotional materials and displays **cannot** be posted by means of pasted using double sided/masking tape, nailed, screwed, attached to columns, walls, floors or other parts of the building, furniture, or Auditorium.
3. The organisers will be responsible for all damages, breakages and clearing of all materials and displays immediately after the event.
4. All functions must end by the specific time indicated in the booking form.
5. Food and drinks are allowed subject to Management approval.
6. Smoking and alcoholic beverages are strictly forbidden in UOW Malaysia premises.
7. Open flame equipment (i.e. open flame decorations, pyrotechnics, fireworks, etc) are forbidden inside UOW Malaysia KDU premises.
8. Loud music is forbidden during class hours and examination period.
9. All proposed layout plans must be approved by Facilities Department.
10. UOW Malaysia reserves the right to reject any booking.
11. UOW Malaysia will not be liable for any loss of personal belongings during the event.
12. UOW Malaysia will not be liable for any and all legal claims made by any persons due to injury or loss of life during the event.
13. The organisers shall compensate for all lost or damages beyond repair during the event (i.e. equipment, furniture and fitting).

L. PREPARED BY PROJECT DIRECTOR	M. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*
SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

* For School Club only

N. STUDENT & ALUMNI CENTRE APPROVAL

STUDENT & ALUMNI CENTRE MANAGER'S SIGNATURE	APPROVED/REJECTED	
	DEPARTMENT STAMP	
APPROVED SAC FUND	:	RM
APPROVED TAC POINT	:	
REMARK:		

NO.	PHASE	FORMS	✓
1.	Documents before the approval of Event/Activity	i. Event/Activity Proposal Form	
		ii. Event/Activity Proposal (Detailed)	
		iii. External Parties Information Form	
2.	Documents after the approval of Event/Activity	i. Indemnity Form	
		ii. Posters	
3.	Documents after the Event/Activity	i. Event/Activity Report Form	
		ii. Event/Activity Financial Report Form	
		iii. Requisition of Non-Academic Certificate	

CALENDAR OF EVENTS/ACTIVITIES

A. CLUB/SOCIETY			
CLUB/SOCIETY	:		
TERM OF OFFICE	:	START	END

B. EVENT/ACTIVITY			
1. EVENT/ACTIVITY NAME:			
TENTATIVE DATE		TENTATIVE VENUE	
PARTICIPATION	CLUB MEMBER/KDU/OPEN	NO. OF PARTICIPANTS	
2. EVENT/ACTIVITY NAME:			
TENTATIVE DATE		TENTATIVE VENUE	
PARTICIPATION	CLUB MEMBER/KDU/OPEN	NO. OF PARTICIPANTS	
3. EVENT/ACTIVITY NAME:			
TENTATIVE DATE		TENTATIVE VENUE	
PARTICIPATION	CLUB MEMBER/KDU/OPEN	NO. OF PARTICIPANTS	
4. EVENT/ACTIVITY NAME:			
TENTATIVE DATE		TENTATIVE VENUE	
PARTICIPATION	CLUB MEMBER/KDU/OPEN	NO. OF PARTICIPANTS	
5. EVENT/ACTIVITY NAME:			
TENTATIVE DATE		TENTATIVE VENUE	
PARTICIPATION	CLUB MEMBER/KDU/OPEN	NO. OF PARTICIPANTS	

C. PREPARED BY CLUB SECRETARY	D. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*
SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

* For School Club only

EVENT/ACTIVITY FINANCIAL REPORT FORM

A. EVENT/ACTIVITY DETAILS		
EVENT/ACTIVITY	:	
CLUB/SOCIETY	:	
EVENT VENUE	:	
EVENT DATE	:	
APPROVED SAC FUND	:	

B. CASH RECEIVED	C. CASH RETURNED
I acknowledge received cash amount of RM on from NAME	I acknowledge returned cash amount of RM on from NAME

D. EXPENDITURE
I acknowledge having spent a total of RM from RM approved by Student & Alumni Centre.

E. PAYMENT (FOR ADVANCE CLAIMS ONLY)		
Please make payment of the expenses advance by:		
NAME	:	
STUDENT ID NO.	:	
AMOUNT	:	RM
NAME	:	
STUDENT ID NO.	:	
AMOUNT	:	RM
Kindly provide original receipt for all advance claims. SAC will not receive any non-readable receipts or any claims unrelated to the event/activity and not listed in the approved budget.		

F. PREPARED BY CLUB TREASURER	G. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*
I hereby acknowledge that all expenses and claims are accurate and right.	
SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

* For School Club only

H. PROFIT/LOSS

Kindly refer to the approved event/activity budget to determine the profit/loss of the event.

INCOME			EXPENSES		
#	ITEM	RM	#	ITEM	RM
TOTAL			TOTAL		

I. FINANCE MEMO

1	ePRN NO.	
2	ePRN RAISED	
3	EXPENSES	
4	BALANCE RETURNED TO FINANCE	

J. PREPARED BY CLUB COORDINATOR

K. VERIFIED SAC MANAGER

SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

ANNUAL FINANCIAL REPORT FORM

A. CLUB/SOCIETY			
CLUB/SOCIETY	:		
TERM OF OFFICE	:	START	END

B. FINANCIAL STATEMENTS			
	NOTES	RM	RM
BALANCE B/F			
INCOME			
1.			
2.			
3.			
4.			
TOTAL INCOME			
EXPENSES			
1.			
2.			
3.			
4.			
TOTAL PAYMENT			
BALANCE C/F			
CASH			
BANK			
TOTAL			

C. PREPARED BY CLUB TREASURER	D. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*
I hereby acknowledge that all expenses and claims are accurate and right.	
SIGNATURE	SIGNATURE
NAME	NAME
DATE	DATE

* For School Club only

CHECKLIST FOR ANNUAL GENERAL MEETING

A. CLUB/SOCIETY			
CLUB/SOCIETY	:		
TERM OF OFFICE	:	START	END

NO.	PHASE	FORMS		✓
1.	Documents before the approval of AGM	i.	Event/Activity Proposal Form	
		ii.	Facility Booking Form	
		iii.	AGM Agenda	
		iv.	Previous AGM Minutes of Meeting	
		v.	Updated List of Registered Club Members	
2.	Documents after the approval of AGM	i.	AGM Notice	
		ii.	Posters	
3.	Documents after the AGM	i.	AGM Report	
		ii.	Executive Council List Form	
		iv.	Calendar of Events	
		v.	Annual Financial Report Form	
		vi.	Event/Activity Financial Report Form (if any)	
		vii.	AGM Photo (softcopy)	

B. PREPARED BY SECRETARY	C. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*
CLUB SECRETARY'S SIGNATURE	CLUB COORDINATOR'S SIGNATURE
NAME	NAME
DATE	DATE

* For School Club only



Dear all Classic Car Club Members,

Notice of the Classic Car Club Annual General Meeting 2013/2014 Session

On behalf of the Classic Car Club Executive Council, I am pleased to invite you to attend the forthcoming Annual General Meeting for the 2014/2015 Session at;

Date : 17th April 2014
Day : Friday
Time : 02:30 p.m. – 05:00 p.m.
Venue: Lecture Theatre 6, UOW Malaysia, Glenmarie Campus

2. Meeting agenda is as follows;
 - 2.1. Chairman's Opening Speech
 - 2.2. Club Advisor's Speech
 - 2.3. Present and verify AGM 2013 Minutes of Meeting
 - 2.4. Present 2013/2014 annual report (events and activities)
 - 2.5. Present and verify 2013/2014 Financial Report.
 - 2.6. Dissolution of the 2013/2014 Executive Council and Committee Members
 - 2.7. Appointment of 2014/2015 Executive Council and Committee Members
3. All registered club members are **COMPULSORY** to attend and vote for the Executive Council for 2014/2015

Thank You.

Yours sincerely,

LaToya Jackson

(LaToya Jackson)
Secretary,
Classic Car Club

**MINUTES OF ANNUAL GENERAL MEETING
CLASSIC CAR CLUB
2013/2014**

Date : 15th April 2013
Time : 02:30 p.m.
Venue : Lecture Theatre 6, UOW Malaysia KDU University College

Meeting Agenda

- 1.0 Chairman's Welcoming Speech
 - 1.1 President of Classic Car Club 2012/2013, Mr Steven Seagull thanked their Club Advisor for all the help and guide to manage the club.
 - 1.2 President also expressed thanks to all club members for all the cooperation shown while conducting all planned activities.
- 2.0 Club Advisor's Speech (for School Club only)
 - 2.1 Club Advisor, Mr Rajnikanth thanked all club members who help conducted all planned events and activities.
 - 2.2 He also thanked all Executive Council for their effort to promote and managed the club.
- 3.0 Presentation and verification of Minutes of 2012/2013 Annual General Meeting
Verification of 2012/2013 Minutes of Annual General Meeting was proposed by Miss Lara Croft and supported by Mr Jet Li.
- 4.0 Presentation of 2012/2013 annual report
Chairman asked all club members to read the distributed 2012/2013 annual report and asked for any arising matters.
- 5.0 Presentation and verification 2012/2013 Financial Report.
Chairman presented the 2012/2013 Financial Report and verification was proposed by Mr Hang Tuah and supported by Mr Ichimaru.
- 6.0 Dissolution of the 2012/2013 Executive Council and Committee Members
2012/2013 Executive Council and Committee Members was formally dissolved.
- 7.0 Appointment of 2013/2014 Executive Council and Committee Members
The new elected Executive Council and Committee Members are;

President : Mr Jang Dong Min
Vice President : Miss Wilhemina Murray
Secretary : Miss LaToya Jackson
Vice Secretary : Mr Donnie Yen
Treasurer : Mr Mark

8.0 Matters Arising

8.1 Mr Heechul raised the problem of club members' attendance to weekly meeting. He proposed that attendance is compulsory and will be taking seriously starting this year.

8.2 This issue has been agreed by all club members

Action: Secretary

9.0 Adjournment Speech

9.1 Newly elected President thanked everyone for electing him as the President and promise to try his very best to manage the club.

9.2 The meeting is adjourned to a yet to confirmed date.

The meeting is adjourned at 05:05 p.m.

Prepared by,

LaToya Jackson

16th April 2013

(LaToya Jackson)

Secretary,

Classic Car Club

Verified by,

Steven Seagull

(Steven Seagull)

President,

Classic Car Club



ANNUAL GENERAL MEETING REPORT

CLASSIC CAR CLUB

17TH APRIL 2014

02:30 P.M. – 05:30 P.M.

LECTURE THEATRE 6

UOW MALAYSIA KDU UNIVERSITY COLLEGE





Dear all Classic Car Club Members,

Notice of the Classic Car Club Annual General Meeting 2013/2014 Session

On behalf of the Classic Car Club Executive Council, I am pleased to invite you to attend the forthcoming Annual General Meeting for the 2014/2015 Session at;

Date : 17th April 2014
Day : Friday
Time : 02:30 p.m. – 05:00 p.m.
Venue: Lecture Theatre 6, UOW Malaysia KDU University College

2. Meeting agenda is as follows;
 - 2.1. Chairman's Opening Speech
 - 2.2. Club Advisor's Speech (for School Club only)
 - 2.3. Present and verify AGM 2013 Minutes of Meeting
 - 2.4. Present 2013/2014 annual report (events and activities)
 - 2.5. Present and verify 2013/2014 Financial Report.
 - 2.6. Dissolution of the 2013/2014 Executive Council and Committee Members
 - 2.7. Appointment of 2014/2015 Executive Council and Committee Members
3. All registered club members are **COMPULSORY** to attend and vote for the Executive Council for 2014/2015

Thank You.

Yours sincerely,

LaToya Jackson

(LaToya
Jackson)
Secretary,
Classic Car Club

1.0 PURPOSE

- 1.1** This Annual General Meeting is conducted to dissolve 2013/2014 Executive Council and Committee Members and to elect 2014/2015 Executive Council and Committee Members.
- 1.2** This AGM is conducted every year to present all planned and organized activities throughout the year and to present current club financial records.
- 1.3** This AGM is also conducted to discuss arising matters such as (example: amendment of club's constitution, plan new events/activities).

2.0 PARTICIPATION

- 2.1** No. of registered club members:
- 2.2** No. of present club members:
- 2.3** Club Advisor: (for School Club only)
- 2.4** Club Coordinator
- 2.5** List of attendance (Appendix 1)

3.0 CHAIRMAN'S OPENING SPEECH

- 3.1** The meeting started by Chairman expressed his gratitude to the Club Advisor (for School Club only), Club Coordinator and all club members to attend this Annual General Meeting.
- 3.2** Opening Speech for 5th Annual General Meeting.

4.0 CLUB ADVISOR'S SPEECH

- 4.1** (Welcoming speech, future plans, etc)

5.0 CLUB PRESIDENT'S SPEECH

- 5.1** (Opening Speech)
- 5.2** (Presentation of all organized events/activities – Appendix 2)
- 5.3** (Other Matters Arising)
- 5.4** (Questions/Suggestions – Appendix 3)

6.0 CLUBS TREASURER'S SPEECH

- 6.1** (Presentation on Club's Annual Financial Report – Appendix 4)

7.0 DISSOLUTION OF THE 2013/2014 EXECUTIVE COUNCIL

- 7.1** Dissolution of the 2013/2014 Executive Council is done by Club Advisor (for School Club only) / Club
- 7.2** 2013/2014 came up to the stage to officially resign from their positions.
- 7.3** Club Advisor handed out token of appreciation to all 2013/2014 Executive Council.
- 7.4** List of 2013/2014 Executive Council – Appendix 5

8.0 ELECTION FOR 2014/2015 EXECUTIVE COUNCIL

- 8.1** The election for new executive council is done by voting system.
- 8.2** The elected chairperson for election is
- 8.3** There are five (5) positions for the election.
- 8.4** Every nomination must have a nominator and a supporter.
- 8.5** (Explain about the election system – by hand raised, by paper, etc)
- 8.6** Results of the election – Appendix 6

9.0 PRESENTATION OF CLUB'S FILE FROM PREVIOUS EXCO TO NEW EXCO

- 9.1** Both previous and newly elected Executive Council is called to be on stage.
- 9.2** Previous Executive Council handed over Club's File to the 2014/2015 Executive Council.

10.0 SPEECH BY NEW CLUB'S PRESIDENT

10.1 (Speech)

11.0 DISCUSSION OF 2014/2015 CLUB'S EVENTS/ACTIVITIES

11.1 All club members are encouraged to suggest future events/activities.

11.2 There are_____events/activities suggested by club members.

11.3 _____ events/activities have been selected to be organized for 2014/2015 clubs events/activities.

11.4 (Appendix 7)

12.0 CLOSING

12.1 Closing speech by Chairperson. The AGM is adjourned until next session.

Prepared by,

.....

(NEW SECRETARY)

Secretary

Classic Car

Club

Verified by,

.....

(NEW PRESIDENT)

President,

Classic Car

Club

ATTENDANCE LIST
ANNUAL GENERAL MEETING 2013/2014
SESSION

NO.	NAME	STUDENT ID. NO.	PROGRAMME/SEMESTER	EMAIL ADDRESS

**ANNUAL EVENTS/ACTIVITIES REPORT
2013/2014 SESSION**

A. APPROVED AND ORGANIZED EVENTS/ACTIVITIES

a. Event/Activity : _____
 Date : _____
 Venue : _____
 Time : _____
 Event/Activity Summary : _____

b. Event/Activity : _____
 Date : _____
 Venue : _____
 Time : _____
 Event/Activity Summary : _____

B. EVENTS/ACTIVITIES THAT HAVE YET TO BE ORGANIZED (APPROVED & NOT APPROVED)

a. Event/Activity : _____
 Reasons : _____

b. Event/Activity : _____
 Reasons : _____

ANNUAL FINANCIAL REPORT**FORM 2013/2014****SESSION**

FINANCIAL STATEMENTS			
	NOTES	RM	RM
BALANCE B/F			
INCOME			
1.			
2.			
3.			
4.			
Total Income			
EXPENSES			
1.			
2.			
3.			
4.			
Total Payment			
BALANCE C/F			
Cash			
Bank			
TOTAL			

Current Balance:**=Total Income – Total Expenses****=RM_____(Profit/Loss)**

EXECUTIVE COUNCIL 2013/2014 SESSION**Executive Council:**

President : (Name) (Semester)
(Student ID No.) (Telephone No.)

Vice President : (Name) (Semester)
(Student ID No.) (Telephone No.)

Secretary : (Name) (Semester)
(Student ID No.) (Telephone No.)

Vice Secretary : (Name) (Semester)
(Student ID No.) (Telephone No.)

Treasurer : (Name) (Semester)
(Student ID No.) (Telephone No.)

Committee Members:

Publicity : (Name) (Semester)
(Student ID No.) (Telephone No.)

Technical : (Name) (Semester)
(Student ID No.) (Telephone No.)

Welfare : (Name) (Semester)
(Student ID No.) (Telephone No.)

RESULTS OF THE ELECTION**PRESIDENT**

1. Candidate :
Nominated by :
Supported by :
No. of votes :

2. Candidate :
Nominated by :
Supported by :
No. of votes :

VICE PRESIDENT

1. Candidate :
Nominated by :
Supported by :
No. of votes :

2. Candidate :
Nominated by :
Supported by :
No. of votes :

(Please indicate if the appointed Vice President is the second highest no. of votes for President's position)

(Continue with all elected positions)

PLANNED EVENTS/ACTIVITIES 2014/2015 SESSION**ANNUAL EVENTS/ACTIVITIES**

MONTH	EVENT/ACTIVITY	PIC/EMAIL ADDRESS	ESTIMATED BUDGET

PLANNED EVENTS/ACTIVITIES

MONTH	EVENT/ACTIVITY	PIC/EMAIL ADDRESS	ESTIMATED BUDGET

EVENT/ACTIVITY INDEMNITY FORM

A. EVENT/ACTIVITY DETAILS

EVENT/ACTIVITY	:	
EVENT DATE	:	
EVENT TIME	:	
ORGANISER	:	

B. PERSONAL DETAILS

NAME	:	
STUDENT ID NO.	:	
IC/PASSPORT NO.	:	
PROGRAM/SCHOOL	:	
ADDRESS	:	
CONTACT NO.	:	

C. EMERGENCY CONTACT DETAILS

NAME	:	
CONTACT NO.	:	
ADDRESS	:	
RELATIONSHIP	:	

D. ACKNOWLEDGEMENT

I understand and acknowledge that participating in events/activities organised by UOW Malaysia may carry certain risk of physical injury, which may occur through no fault of any volunteers, participants, employee, or coach affiliated with UOW Malaysia. I fully understand that the program may be strenuous and choose to participate voluntarily. I accept full responsibility for my own safety and will not act in a manner that will bring harm to me and to others. I also agree to comply and confirm that I will always uphold the good name of UOW Malaysia in the whole time I participate in this activity.

SIGNATURE	DATE
-----------	------

CLUB'S LOGO

(EVENT/ACTIVITY NAME)

(EVENT/ACTIVITY DATE)

(VENUE)

(ORGANIZER)

(CO-ORGANIZER)

**EXECUTIVE SUMMARY
(EVENT/ACTIVITY NAME)
(CLUB/SOCIETY)
UOW MALAYSIA**

EVENT/ACTIVITY NAME	
OBJECTIVES	<div>1.</div> <div>2.</div> <div>3.</div> <div>4.</div>
ORGANIZER	
CO-ORGANIZER	
EVENT/ACTIVITY DATE	
VENUE	
PARTICIPATION	
ESTIMATED EXPENDITURE	RM

1.0 PURPOSE

- 1.1 To request for approval from **Student & Alumni Centre** to organize (Event/Activity Name)
- 1.2 To request for facilities and equipment support from **Student & Alumni Centre** and **UOW Malaysia KDU University College/UOW Malaysia KDU College/UOW Malaysia College.**
- 1.3 To apply for financial assistance from **Student & Alumni Centre.**
- 1.4 To request for approval to conduct promotional activity such as;
 - 1.4.1 To open promotion and ticket selling booth
 - 1.4.2 To place posters around campus
 - 1.4.3 To request for promotion in UOW Malaysia Facebook Page.

2.0 INTRODUCTION

UOW Malaysia Cultural and Entrepreneurship Fiesta 2015 is an event organized by all clubs and societies registered with Student & Alumni Centre. This event provides opportunity to all students to have experience and learn about entrepreneurship hands-on style. Students also have opportunity to showcase their talent throughout the event.

This event also;

- 2.1 Open to public.
- 2.2 Will have educational booth and registration counter for SPM candidate to study in UOW Malaysia KDU University College.
- 2.3 Booth selling various items by all clubs and societies.
- 2.4 Performance by clubs and societies.

3.0 OBJECTIVES

- 3.1 ...
- 3.2 ...
- 3.3 ...

(Objectives must be in accordance with the club/society objectives and will gives positive impact to the Club/Society, KDU and public)

4.0 THEME

'THEME OF THE EVENT' (if any)

5.0 ORGANIZER

Cultural & Creative Executive Council
Student Council

6.0 CO-ORGANIZER

Events & Activities Division
PAC

7.0 DATE & TIME

Date : ...
Time : ...

8.0 VENUE

(Venue)

9.0 VIP

9.1 Opening Ceremony

Professor Dr. Hiew Pang Leang
Vice Chancellor

9.2 Closing Ceremony

Professor Dr. Hon Wei Min
Deputy Vice Chancellor – Academic

10.0 SPEAKERS/PANEL/PRESENTERS/FACILITATORS/COACHES/VENDORS

(If the Event/Activity involves any of the party above, attached External Parties Information Form)

11.0 TARGET PARTICIPANT

Students	:	200
Vendors	:	10 vendors
Organizing Committee	:	20

12.0 ORGANIZING COMMITTEE

Refer Appendix A

13.0 EVENT ITINERARY

Refer Appendix B

14.0 PROPOSED BUDGET

Refer Appendix C

15.0 CONCLUSION

16.0 VERIFICATION

Prepared by;

.....
(NAME)

Secretary

(Event/Activity Name)

(Club/Society)

UOW Malaysia

Verified by;

.....
(NAME)

Director

(Event/Activity Name)

(Club/Society)

UOW Malaysia

(EVENT NAME)
ORGANIZING COMMITTEE

Director	:
Assistant Director	:
Secretary	:
Treasurer	:

Committee Members

Logistic	:
	:

PR and Publicity	:
	:

Registration	:
	:

Food	:
	:

Performance	:
	:

Decoration	:
	:



UOW
MALAYSIA

PART OF THE UNIVERSITY
OF WOLLONGONG AUSTRALIA
GLOBAL NETWORK

FRESHIE NIGHT
28 MAY 2015
MPH, UOW MALAYSIA, GLENMARIE CAMPUS

"JUST BEACHY"

**28 May
2015
(Tuesday)**

06:00PM	Door Open
06:30PM	Emcee Address
07:00PM	Speech by Embassy of Nepal H.E Dr. Niranjana Man Singh Basnyat Ambassador of Nepal to Malaysia
07:15PM	Video Presentation UOW Malaysia Donation Commitment
07:30PM	#UOWM4Nepal Song Presentation
07:35PM	Postcard Presentation to Ambassador of Nepal to Malaysia
	VIP send off
07:50PM	Freshie's Night Begins – Emcee Address
08:00PM	Dinner
08:15PM	First Performance
08:30PM	Second Performance
08:45PM	Main Event – Hoop/Balloon Volleyball/Limbo Rock
09:30PM	Third Performance
09:45PM	Closing Performance
10:00 PM	End

**UOW MALAYSIA
PROPOSED BUDGET
MARCH ORIENTATION
31-Mar-14**

INCOME		EXPENSES	
RM			RM
Ticket Sales	RM2,000.00	Lunch (Nasi Tomato)	
		RM5 x 150 x 2 days	RM1,500.00
		Mineral Water	
		RM10.50 X 5	RM52.50
		Games Materials	
		Ice Breaking	RM150.00
		Explorace	RM200.00
		Prizes (Hamper)	
		RM120 X1	RM120.00
		RM100 X1	RM100.00
		Miscellaneous	RM500.00
TOTAL	RM2,000.00	TOTAL	RM2,622.50

Prepared by

Verified by

(name)
(designation)

Mitchell Liong Chee Chiun
Senior Manager – Student & Alumni Centre

EVENT/ACTIVITY REPORT FORM

A. CLUB/SOCIETY		
EVENT/ACTIVITY NAME	:	
CLUB/SOCIETY	:	
DATE & TIME	:	

B. EVENT SUMMARY (300 WORDS)
<p>Note: Please attach 5 photos with caption</p>

2	What were the challenges faced throughout the Event/Activity?			
3	Did the Event/Activity follow the approved budget?	YES	NO	If no, please state why:
4	Was there revenue generated by the Event/Activity?	YES	NO	If no, please state why:
5	Suggest how to improve the Event/Activity, if organised in future once more?			
6	What will be the next step or way forward after this event?			

C. ACKNOWLEDGEMENT

The information submitted above is accurate to the best of my knowledge. I understand that my club/society could be penalised should the information above be found to be fabricated or untrue. I also understand that this Event/Activity Report must be submitted to the Student & Alumni Centre within 14 days of the date of the event/activity.

D. PREPARED BY	E. VERIFIED BY CLUB COORDINATOR / CLUB ADVISOR*
SIGNATURE	SIGNATURE
NAME & DESIGNATION	NAME
DATE	DATE
	REMARKS:

* For School Club only

REQUISITION OF NON-ACADEMIC CERTIFICATE FORM

A. REQUESTOR'S DETAILS		
NAME	:	
CLUB/SOCIETY/SCHOOL/DEPARTMENT	:	
EVENT NAME	:	
EVENT DATE	:	
EXPECTED DATE OF COLLECTION	:	
QUANTITY	:	
AMOUNT (RM)	:	Quantity x RM1.00 = RM
SERIAL NO. (FOR OFFICE USE)	:	

B. REQUESTED BY	C. VERIFIED BY HOS/HOD/ADH/CA/CC
SIGNATURE	SIGNATURE
NAME	NAME
DESIGNATION	DESIGNATION
DATE	DATE

D. APPROVED BY SAC MANAGER	E. RECEIVED BY
SIGNATURE	SIGNATURE
NAME	NAME
DESIGNATION	DESIGNATION
DATE	DATE

F. ISSUED BY			
SIGNATURE	PROCESS	SERIAL NO.	DATE
NAME			
DESIGNATION			
DATE			