

TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

STUDENTS' UNION

AND

STUDENT REPRESENTATIVE COUNCIL (SRC)

(Pursuant to Clause 36 of the Constitution of the TAR UMT)

- (1) The registered students of the TAR UMT, other than external students, shall together constitute a body to be known as the Students' Union.
- (2) The Board of Governors may make rules for the conduct of elections to the SRC and for all matters related to it.
- (3) A total of 19 committee members in the SRC. The Students' Union shall elect a SRC in the following manner:

Faculty/Branch/Centre		Secret ballot conducted by	Number (As may be determined by the President)
<u>Campus Wide Representatives</u> Open to all KL Main Campus & Branch Campuses Foundation & Undergraduate Students. The top 4 candidates with majority votes will be voted in the SRC.		Director of DSA	4
<u>KL Main Campus Faculty Representatives</u> Open to Foundation & Undergraduate Students. The elected faculty representatives will then be voted into the SRC.			
1	Faculty of Applied Sciences	Dean of Faculty/ Head of Centre	1
2	Faculty of Computing & Information Technology		1
3	Faculty of Accountancy, Finance & Business		1
4	Faculty of Engineering & Technology		1
5	Faculty of Built Environment		1
6	Faculty of Communication & Creative Industries		1
7	Faculty of Social Science & Humanities		1
8	Centre for Pre-University Studies		1
<u>Branch Campus Representatives</u> Open to Foundation & Undergraduate Students. The highest votes in the election will be the Branch Campus SRC President.			
9	Penang Branch Campus	Branch Campus Head / Faculty Branch Head	1
10	Perak Branch Campus		1
11	Johor Branch Campus		1
12	Pahang Faculty Branch		1
13	Sabah Faculty Branch		1
<u>Other Representatives</u> The following representatives will be voted into the SRC.			
14	President of International Student Society	Director, DISO	1
15	Representative from Postgraduate Students	Director, CPRS	1

- (4) A total of 5 committee members in the Branch Campus SRC. The Students' Union shall elect a SRC in the following manner:

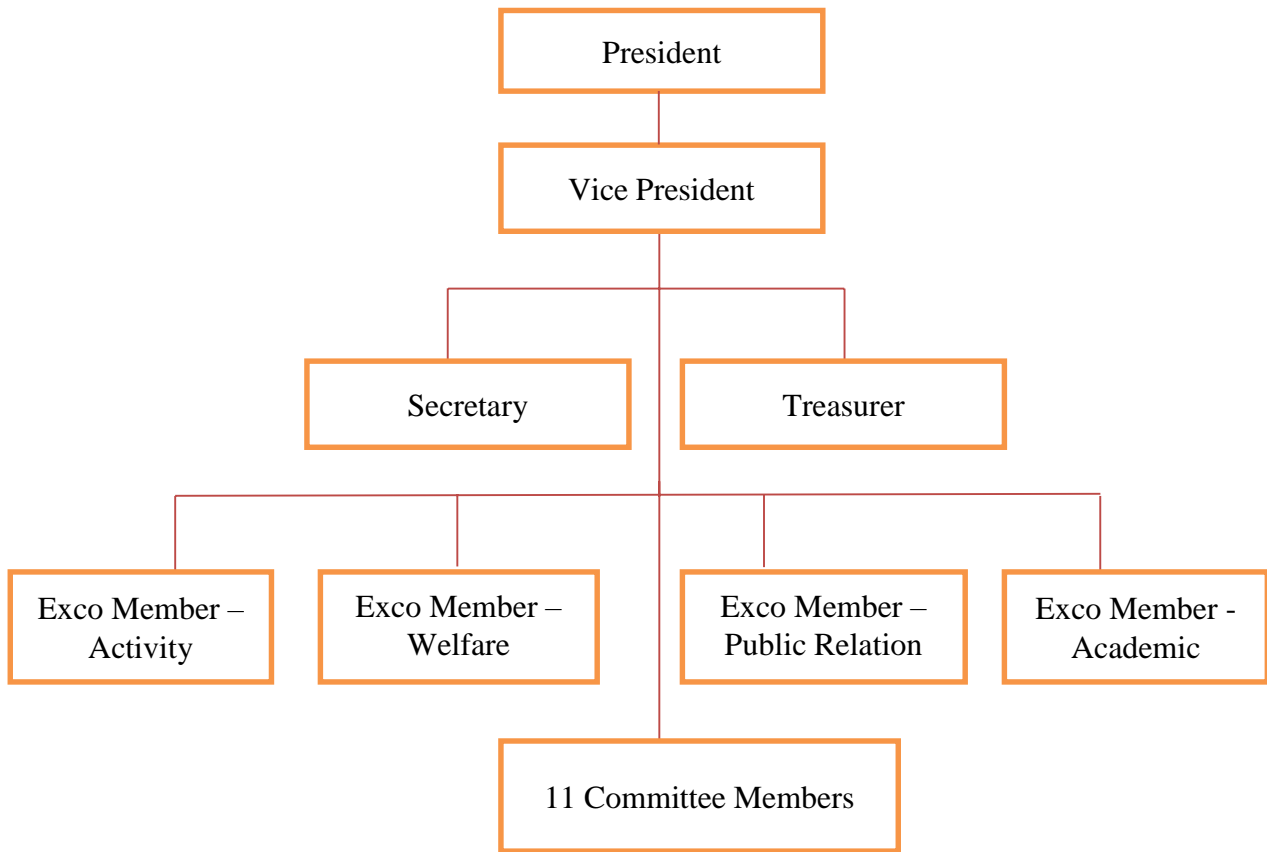
Branch		Secret ballot conducted by	Number (As may be determined by the President)
1	Penang Branch Campus	Branch Campus Head	5
2	Perak Branch Campus		5
3	Johor Branch Campus		5
4	Pahang Faculty Branch		5
5	Sabah Faculty Branch		5

The highest votes in the election will be the Branch Campus SRC President. The Branch Campus SRC shall elect from among its members a SRC Vice-President, a SRC Secretary and a SRC Treasurer, who shall be its only office-bearers (Appendix B).

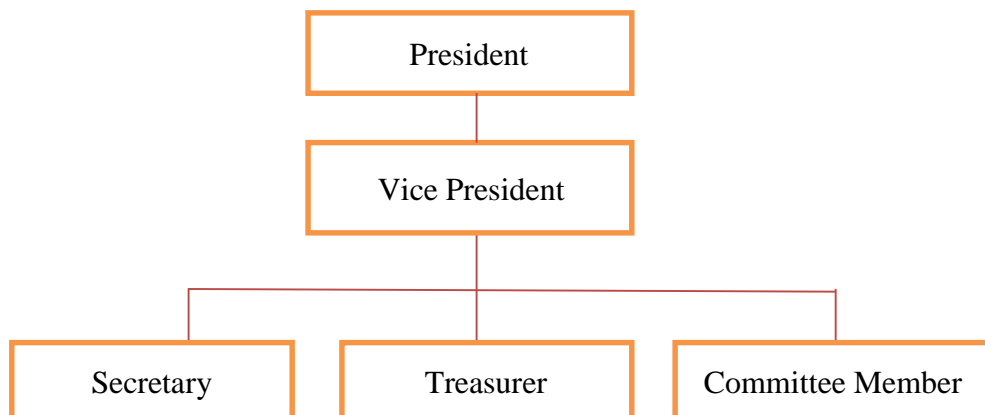
- (5) The SRC shall elect from among its members a SRC President, SRC Vice-President, a SRC Secretary, a SRC Treasurer and 4 Exco Members, who shall be its only office-bearers (Appendix A), unless otherwise authorized in writing by the President, the office-bearers so authorized by the President shall be elected by the SRC from the members of the SRC. The SRC President shall be elected from the Campus Wide Representative.
- (6) The members of the SRC and its office-bearers shall be elected to hold office for one academic year.
- (7) The SRC's election for the above shall be taken by a majority vote with not less than two thirds of the members being present and voting.
- (8) The SRC may from time to time, with the prior approval in writing of the President, appoint ad hoc committees from among its members for specific purposes or objects.
- (9) No student against whom disciplinary proceedings are pending, or who has been found guilty of a disciplinary offence, shall be elected or remain a member of the SRC or an office-bearer of any student body or committee, unless authorized in writing by the President.
- (10) A student who has not yet appeared for his first examination in the University for his programme of studies (except CPUS students), or who has failed, or did not appear for, the last examination held by the University for his programme of studies immediately prior to any proposed election or elections to the SRC or by the SRC or to or by any other student organization or body, shall be disqualified from being elected at such election or elections.
- (11) The objects and functions of the SRC shall be:
- (a) To foster a spirit of corporate life among the students of the University;
 - (b) To organize and supervise, subject to the direction of the President, student welfare facilities and activities in the University;

- (c) To make representations to the President on all matters relating to, or connected with, the living and working conditions of the students of the University;
 - (d) To be represented on anybody which may, in accordance with the rules made by the Board of Governors for the purpose, be appointed to undertake student welfare activities in the University; and
 - (e) To undertake such other activities as may be determined by the Senior Management Committee of the University from time to time.
- (12) The Union or the SRC shall not maintain any fund or make any collection of money or any property from any source whatever, but such reasonable expenses as the SRC may be authorized in advance in writing by the President to incur may be paid by the University where reasonable written claims supported by receipts and vouchers are submitted by the SRC to the President and are approved by the President.
- (13) The Treasurer shall keep proper financial statement of the SRC and not later than three months after the end of every financial year, being a financial year as specified by the President, a copy of the said financial statement shall be submitted by the SRC to the President.
- (14) The SRC shall hold meetings from time to time as it may deem necessary and it shall be the duty of the Secretary to keep minutes of every meeting of the SRC and such minutes shall be confirmed at a subsequent meeting.
- (15) (a) For the purpose of this section:-
- “registered student” means a student who is following a programme of study in the University for a postgraduate, undergraduate and foundation, but shall not include an external student;
- “external student” means a student registered at a Branch Campus outside Malaysia or who is pursuing a short term, part-time, exchange or allied programme, whether in or outside Malaysia.
- “examination” includes any manner or method of assessment which results in a mark or a grade for a specific course or part of the specific course;
- (b) A registered student shall cease to be a registered student under this section:-
- (i) Upon the publication of the results of the final examination for such programme of study, if he passes such examination; or
 - (ii) Upon the publication of the results of any examination for such programme of study, if he fails such examination, until he is, thereafter, registered again for that or another programme of study applicable to be a registered student under this subsection.

(16) The Structure of the SRC shall be:



(17) The Structure of the SRC at branch campus shall be:



TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

**2022/2023 STUDENT REPRESENTATIVE COUNCIL OFFICE BEARERS
KL MAIN CAMPUS**

Election Date:

Election Time:

- (1) The SRC shall elect from among its members a SRC President, SRC Vice-President, a SRC Secretary, a SRC Treasurer and 4 Exco Members. The SRC President shall be elected from the Campus Wide Representative.
- (3) The SRC's election shall be taken by a majority vote with not less than two thirds of the members being present and voting. E.g.: 19 elected SRC x 2/3 = 12.66 (Must at least 13 votes).

Position	Name	Student ID Number	Faculty	Contact Number	No. of Votes
President					.../19
Vice President					.../19
Secretary					.../19
Treasurer					.../19
Exco Members	1.				.../19
	2.				.../19
	3.				.../19
	4.				.../19
Committee Members	1.				N/A
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				
	11.				

Prepared by DSA Officer

Confirmed by Director of DSA

.....
Name:

Date:

.....
Name:

Date:

TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

**2022/2023 STUDENT REPRESENTATIVE COUNCIL OFFICE BEARERS
 BRANCH CAMPUS**

(Please forward this form to DSA, KL Main Campus on the next day after election of office bearers.)

Election Date:

Election Time:

- (1) The SRC shall elect from among its members a SRC Vice-President, a SRC Secretary and a SRC Treasurer. The highest votes in the election will be the Branch Campus SRC President.
- (2) The SRC’s decision shall be taken by a majority vote with not less than two thirds of the members being present and voting. E.g.: 5 elected SRC x 2/3 = 3.33 (Must at least 4 votes)

Position	Name	Student ID Number	Faculty	Contact Number	No. of Votes
President					N/A
Vice President					.../5
Secretary					.../5
Treasurer					.../5
Committee Member					N/A

Prepared by DSA Officer

Confirmed by Branch Campus Head

.....
 Name:
 Date:

.....
 Name:
 Date: