

Universiti Tunku Abdul Rahman
Regulation XIII
STUDENT REPRESENTATIVE COUNCIL REGULATIONS

*Amended on
4 Dec 2012*

In exercise of the powers conferred by Part IV of the Constitution of Universiti Tunku Abdul Rahman, the President, on the advice of the Senate, makes the following Regulation:

1. Short Title & Commencement

This Regulation may be cited as the **Student Representative Council** Regulations and shall come into force as from the date of incorporation of the University.

*Amended on
4 Dec 2012
and
4 Feb 2021*

1A. Application

It is hereby established the **Student Representative Council** Regulations applicable to all students of the University. This Regulation reads as follows:

*Amended on
4 Dec 2012
and
4 Feb 2021*

Part I – THE STUDENT REPRESENTATIVE COUNCIL

*Amended on
4 Dec 2012*

1B. Objectives

*Amended on
4 Feb 2021*

The Student Representative Council (SRC) shall be operated within the confines and in accordance with Section 47 of the Private Higher Educational Institutions Act 1996, UTAR Constitution and UTAR Rules & Regulations. The objectives of the SRC are as follows:

*Amended on
4 Dec 2012
and
4 Feb 2021*

- a) To encourage and promote intellectual, spiritual, emotional and physical development among the students of the University;
- b) To participate in the organization and supervision of, subject to the direction of the President, student welfare facilities in the University including recreational facilities, social, spiritual and religious activities;
- c) To make representations to the President on all matters relating to, or connected with, the living and studying conditions of the University;
- d) To be represented in any body which may in accordance with any rule made by the Council of the University 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 Council of the University from time to time.

*Amended on
4 Feb 2021*

*Amended on
4 Feb 2021*

2. Student Representative Council Structure

*Amended on
4 Dec 2012
3 March 2015
and
4 Feb 2021*

- (1) The SRC is set up according to the campuses. Each SRC of each campus consists of the following members:

- a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Treasurer
 - e) One representative from each faculty/institute in the campus
 - f) Five campus wide representatives
 - g) One international student representative subject to the population of international students in the campus exceeds 20 (twenty) students.
(If there are 20 or less international students in a campus, one international student can be elected amongst themselves).
 - h) *deleted*
 - i) *deleted*
 - j) *deleted*
 - k) *deleted*
 - l) Auditor 1
 - m) Auditor 2
 - n) One postgraduate student representative subject to the population of postgraduate students in the campus exceeds 20 (twenty) students.
(If there are 20 or less postgraduate students in a campus, one postgraduate student can be elected amongst themselves).
- (2) *deleted*
- (3) *deleted*
- (4) The SRC elected representatives shall be elected in accordance with the provisions of Part III hereinbelow.
- (5) The elected members of the SRCs shall:
- (a) determine by themselves the portfolios to be held by the Faculty/Institute representatives, 5 campus wide representatives, the international student representative and the postgraduate student representative (if applicable).
 - (b) *deleted*
- (6) The role of the auditors is to ensure compliance by the SRC of its Constitution and all Rules and Regulations of the University which the SRC is subject to. In order to maintain its independence, the auditors shall:
- (a) report all incidences of failure of compliance on the part of the SRC directly to the Department of Student Affairs; and

*Amended on
4 Dec 2012
and
3 March 2015*

*Amended on
7 July 2022*

*Amended on
4 Dec 2012*

*Amended on
4 Feb 2021
and
7 July 2022*

*Amended on
4 Dec 2012*

*Amended on
4 Dec 2012
and
3 March 2015*

*Amended on
4 Feb 2021*

*Amended on
3 March 2015*

*Amended on
3 March 2015*

*Amended on
3 March 2015*

(b) abstain from participation in the decision making process of or activities managed by the SRC when such participation would compromise their independence.

*Amended on
3 March 2015*

(7) In the event of the resignation of the Chairperson, Vice- Chairperson, Secretary or Treasurer, the elected members shall elect from among themselves who to replace the positions left vacant. Consequently, any vacancy remaining among the ordinary members (i.e. voting members of the SRC other than the Chairperson, Vice-Chairperson, Secretary or Treasurer) shall be filled in by students from a faculty (for faculty representatives) to be recommended by the respective deans or by students from any faculty (for campus wide representatives) to be recommended by the Student Affairs Committee. Both recommendations will be forwarded to the President for his approval and appointment.

*Amended on
3 May 2011,
12 June 2012
and
4 Dec 2012*

(8) Any ordinary member who resigns from the Committee may be replaced by a student recommended by the dean of the respective faculty (for faculty representative) or by a student from any faculty recommended by the Student Affairs Committee (for campus wide representative). Both recommendations will be forwarded to the President for his approval and appointment.

*Amended on
3 May 2011
and
4 Dec 2014*

(9) In the event of the resignation of the international representative or the postgraduate representative, the said positions may be replaced by a international student recommended by the Student Affairs Committee (for international representative) or a postgraduate student recommended by the Student Affairs Committee (for postgraduate representative). Both recommendations will be forwarded to the President for his approval and appointment.

*Amended on
4 Feb 2021*

3. Tenure

The outgoing SRC shall continue in office until the nomination date for election of the next SRC is announced. After its dissolution, members of the SRC will act as “caretakers” until the first meeting of the newly elected SRC which is to be held within 2 weeks of the new elections.

The two SRCs shall then meet and the outgoing SRC shall officially hand over all its records, files and monies to the incoming SRC.

*Amended on
4 Dec 2012
and
4 Feb 2021*

4. Eligibility

All members of the SRC, whether elected or appointed, must be registered full-time undergraduate students or postgraduate students of the University. Persons in the

*Amended on
4 Dec 2012
and
4 Feb 2021*

categories provided hereinbelow shall not be eligible for SRC membership or be eligible for nomination for SRC elections:

- (a) a student pursuing any programme via Distance Learning and/or any External Programmes; *Amended on 7 June 2016*
- (b) a student who has not sat for his first examination in the University (except for first year undergraduate students who proceed from UTAR Foundation Studies); *Amended on 1 March 2022*
- (c) a student who has two long trimesters remaining to complete his /her academic study; *Amended on 4 Dec 2012*
- (d) a student who is currently on leave of absence; *Amended on 4 Dec 2012*
- (e) a student who is on academic probation;
- (f) a student who has committed a criminal offence;
- (g) a student who has been found guilty of a disciplinary offence;
- (h) a student who is undergoing disciplinary proceedings;
- (i) a student who is in arrears of fees; and
- (j) any student whom the University in its discretion deems **as unfit (with reason(s) provided)** to be eligible for the SRC.

5. Meetings

Meetings shall be held in accordance with the provisions stipulated in Part II below.

6. Finances

- (1) The University shall allocate a fixed amount for the annual operating expenditure (office supplies, meeting expenses, etc) of the SRC, the amount of which shall be determined solely at the discretion of the University.
- (2) The financial year of the SRC shall be from date of election of the SRC to the next election. The Treasurer shall keep proper accounts of the SRC and, not later than 2 weeks after the end of the financial year, a copy of the audited accounts shall be submitted to the University.
- (3) To defray the cost of some of its activities, the SRC shall have the right to organize fundraising activities subject to obtaining the prior written approval of the University.
- (4) Within 2 weeks after any event/activity/project is organized by the SRC, the treasurer shall submit to the University the income and expenditure statement of the aforesaid event/activity/project.

7. External Affiliations and Participation of Event

- (1) Without the prior written consent of the President, the SRCs shall not have any affiliation with any organization outside the University.
- (2) Participation in any event not organized by the University is allowed only when approval is granted by the University in writing. This subsection shall not apply to the event participated by SRC under their personal capacity whereby SRC shall be held accountable and shall be fully responsible for their participation. SRC shall also ensure the event participated is a lawful event and approved by the relevant authorities.

*Amended on
3 March 2015*

Part II – MEETINGS

8. Frequency

- (1) The SRC shall hold meetings at least once each month throughout the period of tenure.
- (2) The SRC is to organize and meet up with student leaders of the respective campus clubs and societies at least once a year.

*Amended on
3 March 2015*

*Amended on
12 Apr 2011
and
3 March 2015*

9. Quorum

- (1) The quorum of any meeting shall be at least half of the membership excluding invited members and those in attendance.
- (2) If there is no quorum after 30 minutes from the scheduled time of the meeting, the Chairperson shall adjourn the meeting to a date not earlier than 5 days but not later than 10 days after the adjournment when, irrespective of the number of members present, the business fixed for the previous meeting shall be considered. No alteration of the agenda shall be made during the period of adjournment.

10. Chairing of Meetings

If the Chairperson is not present at the meeting, then in his absence, the meeting shall be chaired by the Vice Chairperson. In the absence of the Chairperson and Vice Chairperson, the members present shall elect, from among themselves, one member to chair the meeting.

*Amended on
12 Jun 2012*

11. Decision by Voting

- (1) The decisions of SRC shall be taken by a simple majority of the votes of the members present. The Chairperson and every SRC member shall have and exercise one vote each but in the event of an equality of votes the Chairperson shall have and may exercise a casting vote.

*Amended on
12 Jun 2012*

- (2) If there is a request by one voting member of the meeting for a ballot, the Chairperson shall allow a secret balloting. Otherwise, a show of hands shall suffice.

*Amended on
12 Jun 2012*

12. Minutes of meetings

All meetings of SRCs shall be duly minuted and which minutes shall for, SRC records.

Part III - ELECTIONS

13. Election Rules

In addition to the Rules and Regulations stipulated herein, the Election Committee may adopt and refer to any rules set by the Malaysian Election Commission. The Election Committee shall exercise its sole and absolute discretion in referring to and adopting these rules.

14. Eligibility to Vote

(1) Registered Voters

All registered full-time foundation, undergraduate and postgraduate students of the University are eligible to cast their votes in their respective campuses with the exception of the following categories of students:

*Amended on
4 Dec 2012*

- a) A student who is currently on leave of absence from his programme of study;
- b) A student who is pursuing any programme via Distance Learning and/or any External Programmes.

*Amended on
3 May 2011
and
7 June 2016*

*Amended on
3 May 2011
and
7 June 2016*

(2) One Vote for each Representative

Each registered voter shall cast one vote only for each of the following posts in his SRC, only if the post is applicable to his campus and Faculty/Institute concerned:

*Amended on
12 Oct 2010
and
3 March 2015*

- (a) Chairperson;
- (b) Vice Chairperson;
- (c) Secretary;
- (d) Treasurer;
- (e) 2 auditors;
- (f) Representative of Faculty/Institute concerned (foundation students and students not from the Faculty/Institute concerned are not eligible to vote for the Faculty/Institute Representative);
- (g) Ordinary Committee members (subject to availability and the numbers therefore to be determined in accordance with Section 2(1) and 2(7) hereinabove);

*Amended on
12 Oct 2010
and
4 Feb 2021*

*Amended on
4 Dec 2012
and 4 Feb
2021*

(h) 1 International Representative (only international students are eligible to vote for International Representative) and

*Amended on
4 Feb 2021*

(i) 1 Postgraduate Representative (only postgraduate students are eligible vote for Postgraduate Representative).

*Amended on
4 Feb 2021*

(3) Inspection of Electoral List

Students can check their voting eligibility from the Electoral List by accessing the University website.

*Amended on
4 Dec 2012*

15. *deleted.*

16. Nomination Date

The Election Secretariat shall announce the nomination date at least seven (7) days before the polling date.

17. Dissolution of Student Representative Committee

When the notice of the nomination date is announced, the current SRC will be dissolved automatically. After its dissolution, the members of SRC will act as the “caretakers” until the first meeting of the next SRC to be held within 2 weeks of the elections.

18. Nomination Notice

The Notice shall include:

- (a) the nomination date;
- (b) the polling day;
- (c) the time and venue for nomination of candidates;
- (d) the polling stations; and
- (e) any other necessary details

19. Nomination Form

The nomination form and the Election and Campaign Rules and Regulations can be obtained from the Department of Student Affairs of the University.

20. Nomination

(1) Validity of Nomination

Subject always to the approval of the Election Committee, a candidate shall only be regarded as validly nominated if endorsed by one proposer, one seconder and two supporters. A candidate may be nominated for only one post within his SRC.

*Amended on
3 March 2015*

(2) Same Campus

All of the persons mentioned in paragraph (1) above shall be from the same campus and fulfil the requirements of eligibility of a voter and/or a nominee. They must be present in person and produce their Student Identity Cards for verification when making the nomination.

(3) Support for One Nominee only

The proposer, seconder and supporters mentioned in paragraph (1) above shall be entitled to propose, second and support only one nominee for any one post.

(4) Submission of Nomination Form

The nomination form shall be submitted by the nominee in person to the Election Secretariat accompanied by his proposer, seconder and supporters at the time, date and venue specified in the Nomination Notice.

(5) Close of Nomination

At the close of nomination, if there is insufficient number of nominee(s), the President of the University shall appoint the required number of candidates to form the respective SRC within 1 week of the election. The appointment of the student(s) is to be recommended by the deans of the respective / affected faculties of the campuses (for faculty representative) or the Student Affairs Committee (for campus wide representative).

*Amended on
4 Dec 2012
and
3 March 2015*

21. Withdrawal of Nominee

Withdrawal by the nominee within three (3) days from the polling day shall not be allowed.

22. Publication and Uploading of List of Nominees

The List of Nominees together with the details stated below shall be published in the official Notice Board of the University and uploaded onto the University website. The details shall include:

- (a) date, time and venue of Election;
- (b) names of nominees; and
- (c) any other necessary details.

23. Campaigning Rules and Regulations

All nominees, proposers, seconders, supporters and students are subject to the following campaigning rules and regulations:

(1) No Outsiders

Every nominee, proposer, seconder, supporter and student shall ensure that they will not involve non-students or outsiders in the campaigning and election processes.

(2) Media Coverage

Media (print or digital, including social networking sites, blogs, forums, etc) coverage or involvement shall be allowed within or outside the campus ONCE OFFICIALLY APPROVED BY THE UNIVERSITY.

*Amended on
3 May 2011
And
7 July 2022*

(3) No Presents or Gifts

No presents, gifts or other forms of gratification, monetary or otherwise, shall be allowed in any campaigning.

(4) Campaign Materials

All **official** items, things and materials intended to be used for campaigning **and using official platforms** must be submitted to the Election Secretariat for written approval prior to their use, utilisation or mobilisation.

*Amended on
3 May 2011*

Any items, things and materials to be used for campaigning under personal capacity and using personal platforms are not subject to the approval by the Election Secretariat. However, all nominees, proposers, seconders, supporters and students shall ensure the compliance with the Election Rules and shall be held accountable and fully responsible for their action.

24. Campaigning Areas

The areas for campaigning shall be restricted to within the campus of the University and any area as designated by the Election Secretariat but shall not include:

*Amended on
12 Oct 2010*

- (a) Faculty/Institute Office;
- (b) Administration Office;
- (c) Libraries;
- (d) Reading Rooms;
- (e) Prayer Rooms; and
- (f) Polling Stations.

25. Campaign Period

All nominees are allowed to campaign for seven (7) days before the polling day or any such period and/or timing as determined by the Election Committee. There shall be no campaigning during nomination or polling day.

*Amended on
4 Dec 2012
and
5 Apr 2022*

26. Nominee's Introduction Session

(1) Applications

- (a) All nominees who wish to hold public dialogue sessions shall apply in writing to the Election Secretariat. The application must be supported by the time schedule, venue, debate topics, speeches and other necessary details and shall be submitted for prior written approval at least two (2) days before the dialogue session.
- (b) All nominees, their representatives and supporters shall not print, display or distribute posters, pamphlets or any other printed materials within and outside of the campuses without the prior written approval from the Election Secretariat.

(2) Election Secretariat's Prior Written Approval

The decision of the Election Secretariat as to whether or not to grant its approval to applications stated in paragraph (1) above ~~whether or not with reasons assigned,~~ shall be final. Justification of the said decision shall be conveyed to the nominees if the applications are not granted.

(3) Campaigning within Lecture/Tutorial Rooms

The nominees or their representatives or supporters may campaign inside a lecture/tutorial room for ten (10) minutes before the start of the class or after the class ends, provided that the room is not used for classes. As soon as a lecturer or tutor enters the room the campaigning shall end immediately, unless permission is otherwise given by the lecturer or tutor concerned.

(4) Prohibitions

All nominees, their representatives and supporters are not allowed to:

- (a) say or deliver, whether orally or in writing, speeches intended as personal attacks on any individual or group;
- (b) incite violence or hatred or raise racial, religious or seditious issues;
- (c) destroy University property; ~~or~~
- (d) use or attempt or abet to force, threats, duress or undue influence in any form towards any individual either physically or mentally; ~~or~~
- (e) post, share, circulate, distribute, produce and comment on any picture, video footage, article or information (whether printed or digital) in breach of the Malaysian Laws or derogatory in nature which deemed to be: (i) in violation of personal privacy and confidentiality; (ii) damaging, harassing

and defaming others; (iii) spreading fake and unverified news; or (iv) in abusive and offensive manner.

(5) Disciplinary Action

Disciplinary action shall be taken against any individual who fails to observe the above rules and regulations.

27. Posters

(1) Display at designated area only

All posters, where written approval for the display thereof has been granted, shall be so displayed in areas as designated in the said approval.

(2) Disciplinary Action

Disciplinary action will be taken against any individual or group who fails to abide by any conditions imposed by the Election Secretariat herein or threatens to or actually take down or destroy posters, and/or instigates others to take down or destroy posters.

(3) Removal of Posters after Election

All posters must be removed by the nominees within three (3) days after the announcement of the election results or any such period of time as determined by the Election Secretariat. Otherwise, a fine will be imposed on the nominee(s) who does/do not comply with this requirement.

28. Prohibitions on Polling Day

The nominees, their representatives and supporters are prohibited from:

- (a) attempting to determine who should enter a particular polling station;
- (b) checking the Name List against the person entering a polling station;
- (c) appealing or coercing any person to vote or not to vote for a particular nominee;
- (d) waiting or loitering around except for the purpose of waiting in turn to enter the polling station to exercise his vote;
- (e) placing any poster, notice, leaflets, brochures for propaganda or campaigning purposes;
- (f) behaving in a manner unbecoming or deemed to be improper conduct by the University.

29. Voting

Voting shall be by way of secret balloting on paper and/or by on-line electronic casting of votes and/or any other method of voting as determined by the Election Committee.

30. Verification of Registered Voter

A registered voter is required to produce his Student Identity Card to the staff-in-charge for verification before he is allowed to cast his vote.

31. Election Results

The election results will normally be announced within three (3) days after the polling day. Without prejudice to the right of the Election Committee to vary or annul any election results solely on the grounds of remedying any errors or defects in the calculation of votes or determination of invalid or spoilt votes or the election process, the results of any elections as determined and announced by the Election Committee shall be final conclusive and binding upon all parties concerned.

32. Tie in Number of Votes

In the event of a tie in the number of votes polled by two (2) or more nominees in an election, the eligible voters for that election shall cast their votes again at a further polling date to be determined by the Election Committee. The nominees are not allowed to withdraw their candidature during this period.

33. Disciplinary Action

Every nominee, proposer, seconder, supporter and student who violates **the rules and regulations of the University which includes** the Election and Campaign Rules and Regulations shall be disciplined pursuant to the provisions of the Laws of the University regulating student discipline.

34. Election Committee

(1) It is hereby established the **Election** Committee which shall be empowered with and responsible for the matters stipulated herein and accountable to the President/Senior Management Committee. The Election Committee shall consist of:

- (a) The Vice President responsible for Student Affairs as the Chairperson;
- (b) Heads of Student Affairs of all campuses;
- (c) Registrar; and
- (d) Deans of Faculties/Institutes or their designated representatives.

*Amended on
3 May 2011*

*Amended on
3 May 2011*

A designated Staff from the Department of Student Affairs shall act as Secretary of the Committee.

(2) Without eroding or usurping the powers of any Authority of the University and subject to the limitation imposed by the Constitution or Statutes, the Committee shall have the powers to:

- a) to decide upon the dates for nomination and voting;
- b) to approve or reject the nomination of candidates;
- c) to appoint members of the Election Secretariat to manage matters regarding the administration and implementation of the rules and regulations of the Election of Student Representatives;
- d) to carry out any other responsibilities as directed by the President; and
- e) do all other matters ancillary to or consequential upon any of the matters aforesaid.

35. FEEDBACK AND COMPLAINT

Any feedback or complaint regarding the elections can be made to the Election Committee throughout the election period. The Election Committee shall peruse the feedback or complaint received and deliberate the matter within 3 working days unless the complexity of the case justifies the provision of a longer duration for deliberation. The Election Committee may make any orders as it deemed fit which shall include to submit the case to the Student Disciplinary Committee if any of the student has breached any rules and regulations of the University.