

## **Regulations of Student Associations**

In order to provide clear guidelines and standards for the operation and management of student associations, “Regulations of Student Associations” is stipulated. Students acting as individuals or as members of M.U.S.T. student associations are expected to follow all applicable laws and regulations.

### **1. Duties of Student Association Leaders (include but not limited to)**

- Recruit new members;
- Organize and execute student activities;
- Call and host meetings;
- Be knowledgeable and comply with the University rules, regulations, policies or laws;
- Maintain and monitor the annual funds.

### **2. Operating Principles**

- The leader needs to host the general assembly at least once in every academic year.
- Keep records of meeting decisions and all members could browse the documents.
- All events or activities should be passed in the student associations meetings, and submit the applications by the principles of “Student Activities Guidebook”.
- Student associations organize or receive off-campus visits and exchange activities must report to Student affairs office and get approved one month in advance and submit relevant materials for exchange or reception.
- Inviting guest speakers to give academic speeches, training or serve as instructors, student associations need to submit the profile and relevant information and report to Student Affairs Office in advance. Advisory/ counseling pay or transportation allowance must comply with the regulations of the University.
- Registered student associations may use campus facilities, reserve venues and equipment such as activity rooms, conference rooms and classrooms for activities, student associations should apply to Student Affairs Office in advance in accordance with the relevant requirements of the University's “[Application to reserve campus venues](#)” and related regulations.
- Publications of student associations shall be handled in accordance with the relevant regulations of “Student Activities Guidebook”.
- Student associations have the obligation to conduct the matters that are beneficial to students entrusted by the University.
- When the financial departments of student associations fail to operate for some reason, Student Affairs Office would manage the property of the associations

and require the leaders of associations to recruit new members to the financial department within one month.

- The seals of the student associations shall be kept by the leader of the student associations. The seals of student associations shall not be engraved without permission. In case of loss or damage, the leader shall record the reason and report it to Student Affairs Office for reproduction.

### **3. Handover of Student Associations**

Student associations must submit handover materials to Student Affairs Office, including soft and hard copies, as follows:

- a. Articles of association
- b. Name lists of members
- c. Financial fund income and expenditure statement
- d. Association's asset inventory
- e. Activity schedule and summary report

### **4. Establishment of Student Associations (Students' Union and Sub-unions /Postgraduate Association)**

#### **- Application Conditions**

- a. The orientation, aim and purpose of the association must be healthy, positive, and must comply with the purpose of Macau University of Science and Technology and the current rules and regulations.
- b. The nature of the association and organized activities must be healthy and beneficial to the study or the all-round development of the students.
- c. The orientation, purpose and main activities of the newly-applied association should not be duplicated or similar to the existing associations.

#### **- Application Procedures and Application Materials**

**The application materials for the associations, including:**

- a. Application for the establishment of associations, including the applicant's information, name of the association, purpose of the association, nature of the association.
- b. Articles of Association ▲
- c. List of Cabinet (including name, student number, faculty)
- d. Annual plan of the association



**Board of directors of Students' Union or Postgraduate Association shall hold a meeting to conduct a preliminary review based on the Articles of Association. The minutes of the meeting and the preliminary review comments will be sent to Student Affairs Office.**



**Student Affairs Office will examine and approve the application based on the submitted application materials and preliminary review comments of Students' Union or Postgraduate Association.**

**▲ Note:**

The Articles of Association should include but not be limited to the following items:

- a. Name of the association
- b. The purpose of the association
- c. Conditions for becoming and ceasing to be a member
- d. Rights and obligations of members
- e. Organizational structure and functions of each department
- f. Election produces
- g. Membership list of cabinet, powers and responsibilities of Cabinet, appointment and dismissal of Cabinet
- h. Produces of holding meetings and making resolutions
- i. Measures for the financial management of associations
- j. Amendments of the Articles of Association
- k. Dissolution of association
- l. The drawn-up date

## **5. Financial Guidelines of Student Associations**

- The funds of student activities should be arranged reasonably and effectively. The financial report should be published to members regularly.
- Please refer to the "Student Activities Guidance" for the specific rules of student associations activities funding application and reimbursement procedure.
- Student associations should submit financial statements to Student Affairs Office on a quarterly basis, including income and expenditure statements, balance sheets, cash flow statements, etc.
- Student associations or individuals are not allowed to raise or receive funding from off-campus organizations or private sponsorships without permission.

- Incomes from event tickets sales, off-campus donations or fund-raising activities should be earmarked and set up a specified account for management.
- If student associations need to collect membership fees from members, they must submit a written document to Student Affairs Office to declare the amount of membership fees and indicate its purpose within one month after office-term shift. Membership fees should be arranged reasonably, and detailed information on income and expenditure should be shown on the financial statements.

## **6. Evaluation, Rewards and Punishments**

Student associations should be evaluated regularly. The "**Student Association excellent award program**" is formulated to evaluate the performance and the quality of activities held by student associations and to give praise for their excellent performance. For more information, please refer to the "Student Association Excellent Award Program" on the University website: <https://www.must.edu.mo/student-affairs-office/activites/excellent-award-program>.