
SUTS C&S

STUDENT LIFE

Student Clubs Formation Guidelines



“

The strength of the team is each individual member. The strength of each member is the team.

— Phil Jackson



Want to start a new club?

FOLLOW THESE GUIDELINES!



FORM A PRO-TEM

A FORMATION OF THE PRO-TEM COMMITTEE MUST BE SET UP FIRST BEFORE MAKING THE APPOINTMENT OF A CLUB/SOCIETY ADVISOR AND CO-ADVISOR.

Setting up of a club/society proposal should be:
written by Pro-Tem Committee
verified by Pro-Tem President
approved by the club/society's advisor.



THE REQUIRED FORMS



EXECUTIVE COMMITTEES

The Executive Committee (EXCO) has a responsibility to manage the Club on behalf of its members.

GENERAL COMMITTEE

As committee members, they will make decisions as a collective group and hold joint responsibility for decisions and actions taken by the EXCO.



PLAN FOR THE YEAR

A good plan is based upon clear, well-defined, and easily understood objectives.

DECLARATION!

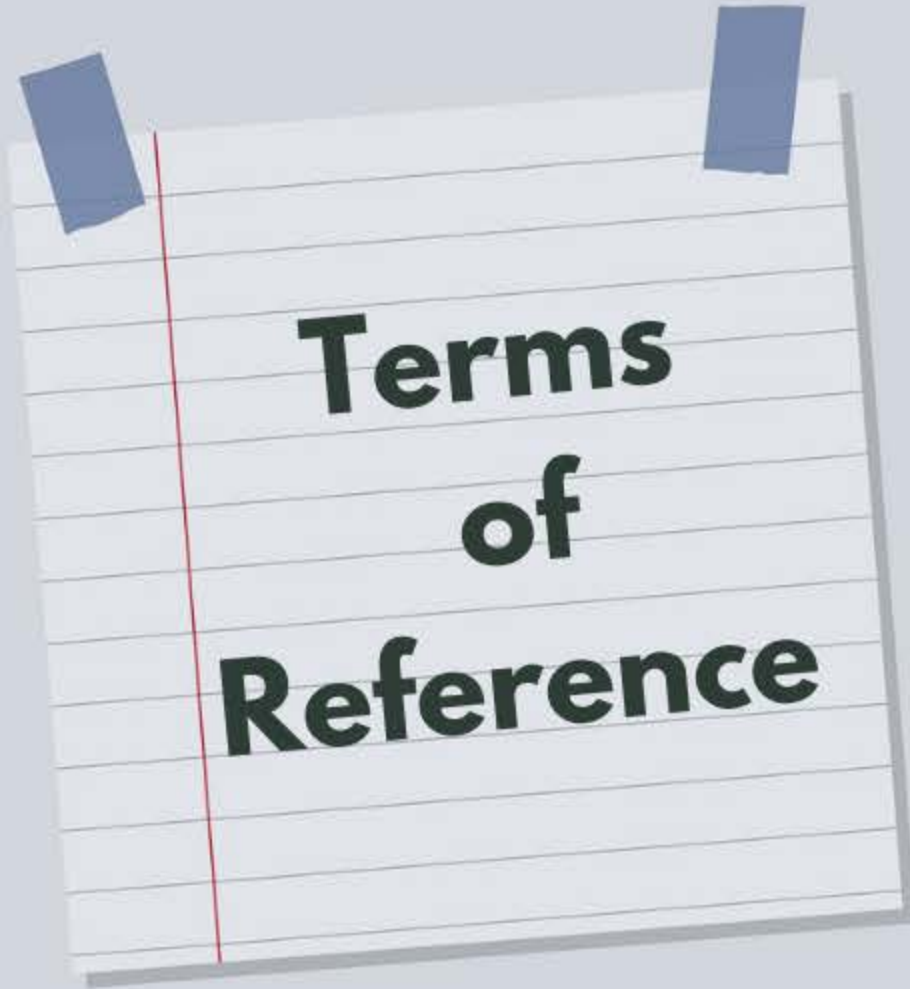
Provide truthful and accurate information as is required



THE REQUIRED DOCUMENTS



**Minutes
of
Meeting**



**Terms
of
Reference**



**Rules
and
Regulations**



MINUTES OF MEETING

WHAT TO INCLUDE

Date and time of the meeting.

Names of attendees, as well as absent participants.

Decisions made regarding each item on the agenda, such as:

- Activities are undertaken or agreed upon
- Next steps
- Outcomes of elections
- Motions accepted or rejected
- New business
- Date and time of the next meeting

RULES AND REGULATIONS

It is important for every Student club to have Rules and Regulations. This helps protect the club. It can be the guidelines or instructions to be followed when doing something correctly. They are the principles that govern the club.



LOGO

A logo is a combination of text and imagery that tells people the name of your club/society and creates a visual symbol that represents your vision. It's a big part of your brand identity (what people will see). A good logo is memorable, differentiates you from everyone else, and fosters brand loyalty.

What are the 5 characteristics of a logo?

- Simple.
- Relevant
- Memorable
- Timeless
- Versatile





” TERM of REFERENCE “

Term of reference describes the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

It can set out the working arrangements and can list vital information about the club/society, such as its purpose, chair, and membership, meeting schedule, level of administrative support, and dispute resolution processes.

*Thank
you!*

For more details, email us at studentlife@swinburne.edu.my