REGULATION 5.1 STUDENT RESIDENTIAL HALLS AND STUDENT ORGANISATIONS

Purpose: This Regulation covers the governance and management of halls of residence as well as student organisations, which shall include the Students’ Union, the Graduate Students’ Association and their constituent bodies, University Societies and Hall Councils.

Applicability: The Regulation applies to the Residential Education Board, Residential Education Management Committee and the Hall Council of each hall of residence, as well as every student organisation.

Issued: June 2010
Last updated: June 2018
Next review: June 2021

1. Halls of Residence

1.1 Residential Education Board

1.1.1 A policy-governing board, called the Residential Education Board (REB), shall have jurisdiction over the Halls of Residence and all activities pertaining to the student residential experience.

1.1.2 The REB shall comprise the following officers:

   (1) Deputy Provost (Education) as the Chairperson;
   (2) Associate Provost (Student Life);
   (3) Associate Provost (Undergraduate Education);
   (4) Associate Provost (Graduate Education and Lifelong Learning);
   (5) Deputy Associate Provost (Residential Education);
   (6) Deputy Associate Provost (Student Life)
   (7) Head, Housing and Auxiliary Services;
   (8) Senior Faculty-in-Residence Group Representative;
   (9) Students’ Union President;
   (10) Hall Presidents’ Group Representative; and
   (11) Assistant Director (Residential Education) as Secretary.

1.1.3 The REB provides leadership and direction on residential education. It endorses the strategies, initiatives, plans and budget for residential halls. It also provides guidance to the Senior/Faculty-in-Residence, Residential Mentors and Hall Councils and other stakeholders.

1.2 Residential Education Management Committee

1.2.1 The Residential Education Management Committee (REMC) is the executive committee that oversees the implementation of residential education programmes and initiatives. It also proposes the strategic direction of residential education and its associated budget for residential halls. The REMC is accountable to the REB.
1.2.2 The REMC shall comprise the following officers:

1. Deputy Associate Provost (Residential Education) as the Chairperson;
2. Director, Student Affairs Office;
3. Senior Faculty-in-Residence Group Representative;
4. Assistant Director (Housing and Auxiliary Services);
5. Assistant Director (Residential Education);
6. Students’ Union Representative;
7. Hall Presidents’ Group Representative; and
8. Assistant Manager (Residential Education) as Secretary

1.3 Hall Council

1.3.1 There shall be a Hall Council at each Hall of Residence, which shall look after the interests of the hall and be responsible for the organisation of hall activities. The president and members of the Hall Council shall be elected from among student members for a term of one year. Each Council shall make rules for and with respect to its proceedings.

1.3.2 The Director, Student Affairs Office (SAO) shall make rules pertaining to the electoral and dissolution processes of the Hall Council and all matters regarding its structure and composition as well as office-bearers’ tenure.

1.3.3 The Director, SAO shall make rules that govern the Hall Council in matters related to its activities.

1.3.4 To promote student governance, the Hall Council shall have the autonomy to maintain and enforce its constitution, including the setting up of a disciplinary committee to investigate and hear cases of non-compliance with any provision of the constitution. However, review and revision of the constitution shall reside with the Director, SAO.

1.3.5 The Director, SAO shall be responsible for the accounts of the Halls of Residence and the Hall Councils and shall authorize all expenditure incurred in respect of each Hall of Residence and each Hall Council. She shall comply with all regulatory requirements set by the Office of Finance and shall act on the advice of the Office of Finance for matters regarding the budget, expenditure and funds of the Halls of Residence and Hall Councils.

2 Student Organisations

2.1 Students’ Union

2.1.1 Membership of the Union shall be restricted to the following categories of Students, for whom membership shall be compulsory:

1. full-time undergraduate students;
2. students not holding a Bachelor’s degree and who are reading a full-time programme leading to a diploma, the duration of which is not less than two Academic Years; and
(3) graduate students pursuing a full-time programme leading to the Graduate Diploma in Education, the duration of which is either 16 months or two Academic Years.

2.1.2 The Students' Union shall be governed by a Students' Union Council. The Students' Union Council members shall be elected for a term of one year and they shall comprise union representatives from the Constituent Clubs, presidents of the Academic Constituent Clubs as well as the president and vice-president of the Cultural Activities Club, the Sports Club and the Welfare Services Club. The Director, SAO shall make rules pertaining to the electoral and dissolution processes of the Council and all matters regarding its structure and composition as well as office-bearers' tenure.

2.1.3 The Constituent Clubs that fall under the umbrella of the Students’ Union are as follows:

(1) the respective Academic Constituent Club at each School;
(2) the Trainee Teachers’ Club;
(3) the Cultural Activities Club;
(4) the Sports Club; and
(5) the Welfare Services Club.

2.1.4 Each constituent body shall be managed by a Management Committee elected by members of that constituent body for a term of one year. The Director, SAO shall make rules pertaining to the electoral and dissolution processes of each Management Committee and all matters regarding its structure and composition as well as office-bearers’ tenure.

2.1.5 The Director, SAO shall make rules that govern the Students' Union and its constituent bodies in matters related to their activities and membership policies.

2.1.6 To promote student governance, the Students’ Union and its constituent bodies shall have the autonomy to maintain and enforce their respective constitutions, including the setting up of disciplinary committees to investigate and hear cases of non-compliance with any provision of the constitution. However, review and revision of the constitutions shall reside with the Director, SAO.

2.1.7 The Students' Union and its constituent bodies shall each comply with all regulatory requirements set by the Office of Finance and shall act on the advice of the Office of Finance for matters regarding their respective budget, expenditure and funds.

2.1.8 The Students’ Union or any of its constituent bodies may be construed as a separate legal entity from the University under the law. Notwithstanding this, the Students’ Union or any of its constituent bodies shall obtain the approval of the Director, SAO before entering into a contract with any person outside the University.

2.2 Graduate Students’ Association

2.2.1 Membership of the Association shall be confined to part-time and full-time graduate students of the University, for whom membership shall be automatic.
2.2.2 The Graduate Students’ Association shall be governed by its Council. The Council members shall be elected for a term of one year and they shall comprise the presidents of the Executive Committee and Constituent Clubs. The Director, SAO shall make rules pertaining to the electoral and dissolution processes of the Council and all matters regarding its structure and composition as well as office-bearers’ tenure.

2.2.3 The Constituent Clubs, whose presidents are members of the Council, are the respective School Graduate Student Club registered with SAO.

2.2.4 Each constituent body shall be managed by a Management Committee elected by members of that constituent body for a term of one year. The Director, SAO shall make rules pertaining to the electoral and dissolution processes of each Management Committee and all matters regards its structure and composition as well as office bearers’ tenure.

2.2.5 The Director, SAO shall make rules that govern the Graduate Students’ Association and its constituent bodies in matters related to their activities and membership policies.

2.2.6 To promote student governance, the Graduate Students’ Association and its constituent bodies shall have the autonomy to maintain and enforce their respective constitutions, including the setting up of disciplinary committees to investigate and hear cases of non-compliance with any provision of the constitution. However, review and revision of the constitutions shall reside with the Director, SAO.

2.2.7 The Graduate Students’ Association and its constituent bodies shall each comply with all regulatory requirements set by the Office of Finance and shall act on the advice of the Office of Finance for matters regarding their respective budget, expenditure and funds.

2.2.8 The Graduate Students’ Association or any of its constituent bodies may be construed as a separate legal entity from the University under the law. Notwithstanding this, the Graduate Students’ Association or any of its constituent bodies shall obtain the approval of the Director, SAO before entering into a contract with any person outside the University.

2.3 University Societies

2.3.1 No University Society shall be formed without the approval of the Director, SAO or continue in existence if such approval is withdrawn. Such approval shall include the approval of the University Society’s constitution.

2.3.2 No University Society shall, without the approval of the Director, SAO, affiliate itself with any club or society that is not a University Society.

2.3.3 The names of the office-bearers and committee members of a University Society shall be sent to the Student Affairs Office within one week of their election.

2.3.4 The Director, SAO shall make general rules that govern activities of the University Societies.
2.3.5 To promote student governance, the University Societies shall each have the autonomy to maintain and enforce their respective constitutions, including the setting up of disciplinary committees to investigate and hear cases of non-compliance with any provision of the constitution. However, the power to review and revise the constitutions of University Societies that are not registered with the Registry of Societies shall reside with the Director, SAO.

2.3.6 The University Societies shall each appoint student auditors to audit their respective accounts, which shall be filed with the relevant authorities in the manner prescribed by the authorities.

2.3.7 University Societies may be construed as separate legal entities from the University under the law. Notwithstanding this, a University Society shall obtain the approval of the Director, SAO before entering into a contract with any person outside the University.