
GENERAL RULES AND GUIDELINES FOR STUDENT LEADERS

As mature members of the University Community, student leaders need to constantly ensure that their activities operate within the appropriate boundaries set by the University. They should take note of the University Statutes 5 & 6 and Regulations 9 & 10 which serve as guidelines for their leading role. For details of the statutes and regulations, please see Appendices A, B, C and D at <http://www.nus.edu.sg/osa/activities/svcs/guidelines.html>

In preserving fairness for all student groups, penalties will be imposed on student groups who commit disciplinary offences such as breaching the rules of NUS, being convicted of a crime or whose conduct tarnishes the good name of the University.

1. ANNUAL / FORECAST OF STUDENT ACTIVITIES REPORTS

All outgoing/incoming Student Leaders must note the following:

- **Outgoing** executive/management committees to submit an **Annual Report**. **Incoming** executive/management committees to submit the **Forecast of Student Activities Report**. (Download template for both reports [here](#))
- Attached to both Reports would be the list of Office Bearers, which would be submitted to their respective OSA Officer-in-charge within 7 days after their election.

Failure to comply with the rule will render the student organisation invalid and no privileges will be accorded to them as a recognised student organisation. Student organisations will receive penalties for not submitting their list of Office Bearers within the stipulated time.

2. CONSTITUTIONS

NUSSU and constituent clubs must make available their constitutions on their respective websites (in .pdf) so that members are aware of their Club's constitutions.

3. AMENDMENTS TO CONSTITUTIONS

Student leaders must follow these procedures when amending the rules of their organisations:

- Submit the intended amendments to the Dean of Students through their respective OSA Officer-in-charge for consideration and approval.
- (*This applies only to registered student societies*) After approval has been obtained, the amendments are to be submitted to the Registry of Societies (RoS) for final approval.
- Submit the final copy of the approved Constitution to OSA for record purposes.

4. ORIENTATION ACTIVITIES ORGANISED BY STUDENT ORGANISATIONS

All student activities, including those held during the orientation period, serve to enrich students' life in campus.

Orientation activities, besides welcoming freshmen to the University, also offer freshmen the opportunity to get their first feel of campus life. These are important events which allow the freshmen to gradually settle into the NUS community. It is therefore important for the student organisers to develop meaningful activities that will help to integrate the freshmen into NUS.

a) Approving Authority for Student-organised Events/Activities and Orientation Programme

Student leaders must ensure that their student organisers (*or project directors*) **submit proposals** of their events/activities to their respective NUS authorities and OSA for in-principal approval and endorsement respectively **6 weeks before** the start of the event/activity.

The NUS authorities of each respective student organisations are as follows:

Student Organisations	Approving Authority
<ul style="list-style-type: none"> • NUSSU & its standing committees • Non-Faculty Clubs • All other registered student societies <i>without</i> advisor 	Head Student Life & Development Division Office of Student Affairs
Halls' Junior Common Room Committees	Hall Masters
Faculty Clubs	Faculty Dean
Academic-related registered student societies/clubs	Academic Advisors

b) Orientation Programmes

Orientation activities should be held during the official Orientation period covering the week preceding the official start of the first semester to the first week of the semester (Week -1 & Week 0) when prospective freshmen have become fully matriculated NUS Students and are covered by NUS insurance policy. The duration of the structured orientation programme should be kept within one week with all its activities scheduled between 7 am and 11 pm daily.

c) **Orientation Camps**

Student organisers should optimise all their activities within the maximum timeframe laid down for orientation camps which is **four days/three nights**. Orientation camps outside campus are **not** allowed. Any proposal to hold orientation activities outside Campus must be strongly justified by the Approving Authority before submitting to the Dean of Students for endorsement.

Seniors may bring freshmen out of campus during the orientation period but these outings cannot be organised under the banner of orientation.

Orientation camps / activities **are to welcome new students**. They should not be confused with activities for recruitment, character building or leadership development. Such camps/activities can be organised as Clubs' or Societies' regular activities after the orientation period i.e., after "week O", or during the long vacation before the next academic year.

REMINDER

Camps/activities held outside the official Orientation period is not endorsed by the University. Social Camps should not be misrepresented as Orientation Camps.

Event Risk Assessment Form (ERAF) must be submitted to OSHE at least 14 days before the commencement of the event.

d) **Guidelines for Orientation Activities**

A well-run orientation programme would have taken the following factors into consideration:

- Risk assessment and management
- Interests of the members of the University Community
- Image of the University
- Consent from relevant authorities
- Social propriety (example: no abusive language should be used)
- Dignity of the individual (**there should not be any forms of ragging**: regimentation, intimidation, harassment or acts that may cause embarrassment, physical and emotional distress)
- Exclusion of acts considered to be against personal or religious precepts
- Voluntary freshmen participation
- Responsible usage of premises and facilities

e) **Accountability and Penalty**

All **Presidents of the student organisations** are fully responsible for the conduct of the orientation activities and are accountable for any complaints/mishaps arising from the activities.

The University takes a very serious view against 'Ragging' activities. Anyone found guilty of conducting 'Ragging' activities can be subject to a fine exceeding S\$1,000 (for single Scheduled Offence), or fine exceeding S\$5,000 in aggregate for multiple Scheduled Offences and a letter of reprimand will also be issued by the University.

Serious or repeated offenders will be liable for disciplinary action which might include the withdrawal or suspension of non-academic University privileges, benefits, rights or facilities for more than one semester or even lead to expulsion from the University.

The student organisation will face debarment from organising all orientation activities for the next academic year.

5. FINANCIAL PROCEDURES FOR NUSSU AND CONSTITUENT CLUBS

BUDGETS

A budget proposal must be prepared for the 2 budget periods, **1st October to 31 March** and **1st April to 30 September**. The budgets for these two periods in a committee's term must be submitted together to the Office of Financial Services (OFS) and the Office of Student Affairs for approval.

Once approved, the Honorary Financial Secretary (Hon Fin Sec)/Treasurer must monitor the expenditure and ensure that expenditure is within the limits of the budget. Union/Club must write to OSA to seek approval if it wishes to transfer an amount of S\$1000 or more from one activity to another within a budget period.

Any sponsorships of more than S\$10000 have to be approved by the Dean of Students.

If a project or activity is not provided for in the approved budget, a statement of budget must be submitted to the OFS and OSA for approval. The [budget template](#) can be used to prepare the statement of budget.

Student leaders must ensure that their Honorary Financial Secretary (Hon Fin Sec)/Treasurer **diligently adopt the best financial practices** and to work within budgets.

Be well-versed with other financial procedures via
<http://www.nus.edu.sg/finance/students/nussu/procedures/index.htm>

6. NUSSU NEWS MASS MAILING

What is NUSSU News mass mailing facility?

It is a communication tool between NUSSU (also its Constituent Clubs and the various NUS student Organisations) and the student body at large.

How to use the facility?

Requests by all NUS student organisations to send circulars / information via NUSSU News must be submitted by the respective student leaders to the NUSSU Publications Secretary.

What types of information may be disseminated via NUSSU News?

- Important information from Students' Union, its standing committees and 14 Constituent Clubs, registered student societies, Halls' JCRCs, student interest groups and other student organisations.
- Publicity for selective/substantive projects which involve important Guests-of-Honour
- Publicity for charitable or newsworthy projects which position NUS in the forefront.

Note: No frivolous requests or publicity for sponsors/commercial interests will be entertained.

7. USE OF NUS NAME & CORPORATE LOGO

Student organisations must seek prior consent through OSA for the use of NUS name and corporate logo in any student event, and for all printed materials such as T-shirts, mugs, folders etc.

Can NUS logo be used on name cards and letterheads?

Office bearers of NUSSU, its Standing Committees and Constituent Clubs may use the NUS corporate logo on their name cards and letterheads.

NUS students representing their alma-mater at overseas events are to obtain approval from their Faculty Dean / Head of Department or Dean of Students to use name cards bearing NUS logo at the events.

The guidelines for the use of NUS Corporate logo are found at <http://www.nus.edu.sg/identity>