

Congratulations on your decision to propose a new student club here in Curtin University Malaysia. By taking an active role in the Curtin community, you are helping to improve your educational experience, as well as the experience of your fellow peers. Below you will find the necessary information needed for us to consider a club proposal. Please be sure to fill in all the required information and write/type neatly. It is important to supply us with a list of prospective club members as that demonstrates interest by the student body for this club. Once your proposal has been completed, please email it to the following: [secretary.sc@curtin.edu.my](mailto:secretary.sc@curtin.edu.my), [vicesecretary.sc@curtin.edu.my](mailto:vicesecretary.sc@curtin.edu.my) and cc to [president.sc@curtin.edu.my](mailto:president.sc@curtin.edu.my) as well as to the [vicepresident.sc@curtin.edu.my](mailto:vicepresident.sc@curtin.edu.my), we will review the information and either approve or reject the proposal. Club advisors will receive a letter of approval. If you have any questions, please don't hesitate to contact us at [secretary.sc@curtin.edu.my](mailto:secretary.sc@curtin.edu.my).

Best Regards,

**Student Council 2026**

**President**

Alexander Jacklya Bin  
Dakius

**Secretary**

Lemuel Anak Robin  
Johnson

**Treasurer**

Alvin Tan Sien Ming

**Vice President**

Lee Tone

**Vice Secretary**

Natalia Lim Xiao Ying

**Vice Treasurer**

Ai Mei Jumawan Su

**Academic**

Donavon Soh Chi Yu  
Resty Anak James

**Activities**

Chai Xiao Wei  
Lim Ee Hann  
Wyatt Anak Berenin

**Marketing and  
Publicity**

Chin Xin Ning  
Felenne Hoe Yen Yu  
Nurul Alya Husna Binti  
Husini

**Welfare**

Eva Liana Vu  
Vaneri Remon Anak  
Giles Gana

**International**

Faradina Leareen  
Strout  
Mandal Adrita Arna

Name of Club:

Logo:

LOGO

President Name:

President Signature:

Date:

Advisor Name:

Advisor Signature:

Date:

*By signing the above, I hereby as the President or Advisor of the Club has read, understood, and will abide by the Student Club Rules set by Student Council.*

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## 1.0 Introduction

*Please introduce your club. What can a student expect if they join your club? What's it all about? What will you do for your members? What is the registration fee? For old clubs, how many members did you have last semester?*

## 2.0 Vision Statement

*Please provide an aspirational description of what your organization would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action.*

## 3.0 Mission Statement

*Please provide a brief description of your organization's fundamental purpose and objective. It is intended to serve as a clear guide for choosing current and future courses of action.*

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**4.0 Organizational Structure**
*(Minimum 6 Committee Members - 6 KEYS)*

POSITION	NAME	CONTACT	MIRI EMAIL	PERTH EMAIL
<i>[Curtin Staff]</i> <b>Advisor</b>				
<b>President</b>				
<b>Vice-President</b>				
<b>Secretary</b>				
<b>Vice Secretary</b>				
<b>Treasurer</b>				
<b>Vice Treasurer</b>				
<b>Logistics</b>				
<b>IT &amp; Media</b>				

*If your club has an additional committee/different position name, you may add in or edit.*

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**5.0 Club Member Details**

*New Club: Minimum 10 members which does not include the committee members. If your club has more members, you may add in or edit.*

NO	NAME	STUDENT ID	CONTACT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

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## 6.0 Weekly Activity and Planned Events

*(Weekly Activity/Planned Events should align with the mentioned mission statements.  
You can include more than one Activity/Event.)*

### 6.1 Weekly Activity (Example)

<b>ACTIVITY DETAILS</b>	<b>Days of the Week:</b> <b>Time:</b> <b>Venue:</b>
<b>MISSION STATEMENT ACHIEVED</b>	- -
<b>SCALE OF ACTIVITY</b>	<i>(Number of participants)</i>

### 6.2 Event Name :

<b>EVENT DETAILS</b>	<b>Date:</b> <b>Venue:</b>
<b>MISSION STATEMENT ACHIEVED</b>	- -
<b>SCALE OF ACTIVITY</b>	<i>(Number of participants)</i>

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## 7.0 Conduct

- (1) The Club shall be affiliated as a Student Club with the Student Council.
- (2) The Student Club shall not seek to obtain or give loans, to borrow or to enter into any form of written agreement with any person, body organization without the prior consent of the Student Council.
- (3) The Student Club shall meet all requirements set by the Student Council.
- (4) The Student Club shall inform the Activities Sub-Council in the form of writing regarding the liabilities or possible liabilities that it may incur that may in any way become the ultimate responsibility of the Student Council.
- (5) The Student Club shall seek approval from the Student Council for any intended action of the Student Club that may result in the possible liability of the Student Council.
- (6) The Student Club is bound by all the Student Council Regulations and other provisions as specified by the Student Council from time to time.
- (7) Failure of the Student Club or its committee members to fulfill the obligations outlined in clauses C0105(2) to C0105(6) of the Student Club Rules will result in the Student Council and its representatives being indemnified by the Student Club against any action, liability or possible consequences that may occur.
- (8) The committee of the Student Club shall ensure true accounts are kept of the monies received and expended by the Student Club. The income and property of the Student Club shall be applied solely towards the promotion of the objectives of the Student Club.
- (9) No portion of the income or property of the Student Club shall be paid, transferred, or distributed directly or indirectly to the Members of the Student Club, provided that nothing shall prevent the payment in good faith or remuneration in return for services actually rendered to the Student Club.
- (10) The Student Club shall submit a financial report of the semester to the Student Council before the commencement of the Examinations week of the Degree program.
- (11) The Student Club shall always represent the University and the Student Council in a positive light.
- (12) The Student Club shall abide by all Student Council and University policies.

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- (13) The Student Club and/or committee members and club advisor may be referred to and be subject to the Activities Sub-Council for acts that may constitute misconduct.
- (14) Student Council may assume the care, control and management of the property and financial affairs of any Student Club, for such period as the Student Council thinks fit.

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