

## GUIDELINES FOR JOINING STUDENT ORGANIZATIONS

### I. PURPOSE

This guideline would provide a procedure for you in joining student organizations.

### II. SCOPE

This guideline covers those of you who will join student organizations as an officer and as a member.

### III. GUIDELINES

1. You are required to join at least one organization during your stay at SISFU. During College Preparatory Program and general assemblies. If you are new at SISFU, the Head of Student Relations or Student Affairs Coordinator (SAC) will inform you that you can join only a maximum of three organizations, can be elected officer in only two (TIER 1 and TIER 2 guidelines need to apply)—may it be an athletic, academic or socio-civic organization in the school. You will be a member of your home organization depending on your course.

- 1.1. For Student Council Executive Committee leaders, you can handle ONE TIER 1 Leadership position only (President, Vice-President, Secretary); you cannot be an officer in any organization excluding Athletic Organizations such as Futsal, Volleyball and Basketball Team. You can be a team captain or co-captain of any Athletic Organization.

- 1.2. If you handle TIER 2 leadership position (Treasurer, Auditor, Public Relations Officer, Level Representative and etc.) in the Student Council Executive Committee, you can be an officer in any organization, may it be TIER 1 Leadership or TIER 2 position. You can be elected as officer only twice for an SC EXECOM TIER 2: One Student Council Executive Committee position and one other organization post, excluding athletic organizations such as Futsal, Volleyball and Basketball Team. You can be a team captain or co-captain of any athletic organization.

- 1.3. If you are officers in other organizations, you can handle one TIER 1 leadership and one TIER 2 Leadership positions or two TIER 2 leadership positions in any organization. You may not handle two TIER 1 Leadership positions in any organization, excluding Athletic Organizations such as Futsal, Volleyball and Basketball Team. You can be a team captain or co-captain of any athletic organization.

2. As a student leader, you have to be of good academic standing, good moral character, with no pending disciplinary case against you while at SISFU. If you fail to meet any of

these requirements, you need to relinquish the position and your successor in the hierarchy will take over. Should there be a vacant position, the rest of the officers will appoint one with the approval of the SAC, Director of Student Relations and Head/Dean of Schools.

3. If you are an academic scholar and a student leader, you are expected to lead by example.
4. For the continuity of officers, please refer to the Policy on Scholarship pre-requisites.

Definitions:

a. Good academic standing

- i. Not under any form of academic probation
- ii. Maintains passing grades

1. In the School of Business and Computing, to be an officer, the student should not have a grade of 'Referred' in any subject.
2. In the School of Hospitality Management, for ICHM students, to be a valid officer, he or she should not have a grade of 'Competency Not Achieved' in any subject; For Edexcel students, he or she should not have a grade of 'Referred' in any subject.

iii. Good attendance record

1. Any officer needs to comply with the 80% attendance record requirement as stated in the Student Handbook.

iv. Submits requirements on time and observes school policy (Dress code and the like.)

b. Good moral character

- i. Must not have been charged of any crime involving moral turpitude.

5. Student organizations will set-up a registration area for those new students who would like to join a student organization on the above activities mentioned. A sign-up sheet will be available for them to fill up their personal information and they will be advised once they are qualified member of the student organization.
6. After registration, the student organization leader will submit the Organization Officers and Members Database Form (QSF-ASH-017) to the SAC for his/her record. With the assistance of a student scholar, SAC will review if a new student joined 3 organizations only and his or her status in an organization being an officer and a member.
7. Student organizations will have their regular meetings (depending on their need) and will propose activities to SAC, for approval of Director of Student Relations and the President.