



SMUSA Club Creation/ Closure Guidelines

Club Formation

1. Students interested to form a new club may approach the following CBds in the manner of relevance:
 - a. SMU International Connections (ICON): smuicon@sa.smu.edu.sg
 - b. SMU Accounting Society (ASoc): accsoc@sa.smu.edu.sg
 - c. SMU Business Society (Bondue): bonduers@sa.smu.edu.sg
 - d. SMU Economics Society (Oikos): economics@sa.smu.edu.sg
 - e. SMU Information Systems Society (Ellipsis): ellipsis@sa.smu.edu.sg
 - f. SMU Law Society (The Bar): smulawsociety@sa.smu.edu.sg
 - g. SMU Social Sciences Society (SOCIETY): ss_soc@sa.smu.edu.sg
 - h. Arts and Cultural Fraternity (ACF): artsandcultural@sa.smu.edu.sg
 - i. SMU Xtremists (SMUX): xtremists@sa.smu.edu.sg
 - j. SMU Sports Union (SSU): ssu@sa.smu.edu.sg
 - k. Special Interest and Community Service Sodality (SICS): sics@sa.smu.edu.sg
2. When in doubt, students may also approach the SMUSA Honorary General Secretary (HGS) at secretary@sa.smu.edu.sg.
3. The evaluation of Club formation proposals will be conducted by the committee of the relevant CBd, or the CBd to whom the proposal was submitted to, in accordance to the standard of procedures upheld by the CBd.
4. The areas of evaluation may involve, but are not exclusive to:
 - a. The Club Mission/Vision's alignment with that of the CBd.
 - b. The Club's Framework compatibility with that of the CBd.
 - c. The Club's area of interest.
 - d. The number of pending members for the club.
5. Upon the decision to approve the formation of a new club, the newly formed club will then obtain **Form A – Club Creation** from the SMUSA HGS and obtains the signatories as form of approval from the following parties:
 - a. Representing CBd HGS or equivalent portfolio holder.
 - b. Representing CBd President or equivalent portfolio holder.
 - c. Relevant CBd Manager.

- d. SMUSA HGS.
 - e. SMUSA Honorary Finance Secretary (**HFS**).
6. They will then submit the duly filled form to the SMUSA HGS with all the required documentation.
 7. To facilitate operations of the clubs, the representing CBd may request for the club to submit additional information. This may include:
 - a. Submission of Budget forecast.
 - b. Submission of Club Constitution.
 8. The formation of the new club may mean creating a fully independent club or putting the new club under an existing parent club, where the new club undergoes a one year probation period in both instances.
 - a. The allocation of lockers and keys, if needed, is subject to availability of facilities as well as the approval of the SMUSA Operations Secretary (operations@sa.smu.edu.sg)

Club Transfer

1. Club transfer among CBds may be made upon consensus by the following parties:
 - a. The existing CBd party.
 - b. The new CBd party to which the club will be transferred to.
2. Once a consensus has been reached, the transferor CBd will obtain **Form B – Club Transfer** from the SMUSA HGS. Signatories as form of approval must be obtained from the following parties and submitted through the documentation of Form B:
 - a. Transferor CBd HGS or equivalent portfolio holder.
 - b. Transferor CBd President or equivalent portfolio holder.
 - c. Relevant CBd Managers.
 - d. Transferee CBd HGS or equivalent portfolio holder.
 - e. Transferee CBd President or equivalent portfolio holder.
 - f. SMUSA HGS.
 - g. SMUSA HFS.
3. The transferor of the club will also include the handover of the following documents:
 - a. Club's Statement of Accounts for the past five years.
 - b. Photocopies of Claims (If any).
 - c. Receipt Books (If any).
 - d. Any other finance related documents (If any, or as required by the SMUSA HFS).
 - e. Any other secretarial documents (If any, or requested by the SMUSA HGS).
4. Upon ensuring that the financial documents of the club are in proper order or transfer, the SMUSA HFS will update the Club Code with SMU's Office of Finance and update the relevant authority accordingly.
5. The SMUSA HGS will ensure that the transfer procedure(s) are done in proper order.

Club Closure

1. A club will be closed for any of the following reasons:
 - a. No reply to warning email sent to clubs for period longer than one month.
 - b. Club is unable to form its executive committee from its existing pool of members for two consecutive years.
 - c. Club voluntarily decides to shut down its operations.
 - d. Directive by the Council, for which reasons will be disclosed.
2. Upon the decision to close a club, the following parties **must be informed** in writing:
 - a. SMUSA HGS
 - b. SMUSA HFS
3. All assets acquired through the use of budgeted funds and lockers will be returned to the SMUSA Operations Secretary.
4. All forms of budget and club reserves will be channeled back to the reserves of the SMUSA Council and representing CBd respectively, under the supervision of the SMUSA HFS. All finance related documents, such as receipts and SOAs, will be handed over to the SMUSA HFS for safekeeping.
5. The SMUSA HGS will ensure that the Club Closer procedure(s) are done in proper order.