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| Document Number | 025 | Document Revision | B | Date Issued |
| | | | | 01.10.2019 |

SECTION A: GENERAL INFORMATION

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| 1 | Document type | Policy including Procedure | | | |
| 2 | Document owner / approver | Principal and CEO | | | |
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| Updated responsibilities: Registrar → DP Registrar; Finance Director → Financial Controller Updated instructions for document users | | | | | |

Instructions for document users with access to College website

All MCAST employees can access current, controlled and approved documents related to the Quality Management System via the College website www.mcast.edu.mt.

Document users are encouraged **NOT** to retain printed hard copies of the Quality Management System documents. If however a hard copy of the document is required, the user is to ensure before use that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today** !

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SECTION C1: POLICY FOR STUDENT SOCIETIES AT MCAST

1. MCAST believes that student societies can help improve dialogue between training institutions and their students while providing direct support to students' needs.
2. Strong relations between further and higher education institutions and students' societies can act as a real catalyst to drive improvement for the reciprocal benefit of students, staff and institutions across many areas.
3. MCAST hopes to be able to build honest and constructive dialogue with any prospective student society interested in the general welfare of students.
4. The Principal and the Council of Institutes expect any student society which is set up at MCAST to be guided by an established Good Governance Code of Practice.
5. Typical principles or characteristics of the concept of good governance in a student's society context are participation, consensus, accountability, organizational purpose, transparency, responsiveness, equity and inclusiveness, control, integrity, rule of law.

SECTION C 2 : GUIDELINES FOR THE RECOGNITION OF STUDENT SOCIETIES AT MCAST

1. Pre-requisites for recognition

- 1.1 After receiving an application for the setting up of a student society at MCAST, the Council of Institutes (COI) may choose to recognise the said society, provided its membership and its executive committee are either principally or exclusively composed of students registered at MCAST. In this context, the term 'principally' shall mean that a minimum of 80% of the listed members be MCAST students.
- 1.2 The executive committee and any other committee/s forming an integral part of the student society shall be exclusively composed of students registered at MCAST
- 1.3 When a student society does not satisfy all criteria set out in these Guidelines for recognition, the COI may still opt to grant interim recognition to the society. Such temporary recognition shall not exceed the period of 6 months

2. Application

Any society applying to the COI for recognition shall do so in writing, addressing the application to the DP Registrar. The following documents shall be attached to the application.

- a. A certified copy of the Statute of the Society. The Statute shall be a legally binding document which lays down the approved rules, activities and procedures of the students' organization.
- b. A statement which shows that the society is organised on an MCAST level.

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- c. An updated list of members of the society at the time of the application, together with a declaration signed by an authorised representative of the society, confirming authenticity of the signatures of its registered members.
- d. An indication of the date when the society was set up.
- e. A covering paper giving details of what the role of the students' organization will be and how it will benefit the college.

3. Criteria for Recognition

3.1 For the purposes of recognition by the COI, the Statute of a student society shall include:

- a. A clear statement outlining the aims and activities of the society, provided that the aims listed are not in conflict with any provision of the Laws of Malta.
- b. Provision for the composition of the executive committee.
- c. A brief definition of the functions and associated duties of each of the officers comprising the executive committee.
- d. A democratic mode of election of the executive committee, which system shall be implemented.
- e. Provision for the holding of annual general meetings.
- f. Procedures which shall be adopted in connection with annual general meetings.
- g. Procedures which shall be adopted in connection with other general meetings.
- h. Procedures which shall be adopted when amendments are made to an existing statute.

3.2 A student society which no longer abides by or satisfies the conditions contained in these Guidelines, or which, in the opinion of the COI, has not conducted its affairs in a proper manner, may have its recognition revoked by the COI.

4. Adoption of Statute

A student society shall adopt its Statute in adherence to these Guidelines, which Statute shall be promptly passed on to the COI upon adoption.

5. Membership

5.1 For the benefit of learners coming from the various MCAST institutes, the COI strongly recommends that the society be organised on a level whereby all MCAST students (including, that is, those students attending the satellite institutes away from the Main campus) form an active part of the same society. This shall also benefit the society itself in that it shall not only claim to represent all College students but also be seen to be a fully inclusive society.

5.2 The minimum membership count of a student society whose members come from all College institutes shall be 100.

5.3 In terms of membership numbers, a student society which is not organised at College level (i.e. across institutes) shall be subject to negotiation with the COI. This notwithstanding, the same rules, regulations and procedures listed in these Guidelines shall apply.

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6. Dormancy

No society shall be eligible for recognition unless it has been functioning for a minimum period of three (3) calendar months.

- 6.1 Societies which do not hold an annual general meeting or which do not hold any activity* throughout a whole year shall be deemed to be dormant. There shall be a presumption that societies which do not inform the DP Registrar in writing to the effect that they have held an Annual General Meeting, or at least one activity during the year following the last Annual General Meeting, shall be dormant. Such information shall be provided faithfully, either by the President or by the Secretary of the Society. The presumption referred to here shall be of a rebuttable nature and therefore subject to evidence to the contrary.
- 6.2 Should a society be declared dormant, it may re-activate its status by remedying the omission/default, after which a fresh application to re-activate the status shall be sent to Council of institutes for its consideration. The Council of Institutes may revoke membership of societies which have been dormant for two years.
- 6.4 A society may not re-activate its status:
after having been declared dormant as a result of a substantial change in its purposes, functions and/or objectives; and/or
further to its non-disclosure of the absence of an annual general meeting and/or the absence of any activity.

** For the purposes of clause 6.2 the term "an activity" shall mean a function or functions which is/are either substantial in nature in that it/they involve considerable participation or a function/functions which have been reported within the media (excluding the Internet).*

7. Approval By Council of Institutes

No student society shall be officially recognised unless and until it receives the approval in writing from the COI.

8. Financial Affairs

Proper records of all financial transactions shall be kept by the student society, and may be viewed at any time, by the Financial Controller.

9. Relevant Information for MCAST records

A student society shall, within a month following its Annual General Meeting, submit to the DP Registrar of MCAST an Annual Return containing the following information:

- (i) a brief report of the activities of the Society during the year;
- (ii) the names of the persons forming the Executive Committee of the Society;
- (iii) a detailed statement of the income and expenditure of the Society, supported by receipts. The Accounts so submitted shall be subject to audit by the MCAST Finance Office;
- (iv) an updated list of its members.

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In addition, the DP Registrar shall keep:

- (i) the name/names of approved societies
- (ii) the status of these approved societies
- (iii) dates of respective Annual General Meetings of these approved societies
- (iv) a copy of the statute/s with highlighted changes (if any)
- (v) details of contact persons of societies, namely, the President and Secretary

- 9.2 Failure to submit the information mentioned in Clause 9.1 of these Guidelines shall entail initially the suspension by the DP Registrar of such recognition. In the event that the society remains in default of filing such information for a period of six months from notice being given to it that it has failed to file such information, then the DP Registrar may recommend to the COI the revocation of recognition enjoyed by the society. Revocation shall, *ipso facto* have the effect of striking off the student society from the registered list of student societies.

10. Other Reports

A society shall file with the DP Registrar report detailing any changes within its Statute or Constitutive Instruments, and in the members forming its Executive Committee within a month from the occurrence of such changes. Any changes / amendments that shall not have been brought to the formal notice of the Council of Institutes shall be deemed not to have been effected. The failure to disclose such change/amendment shall constitute a material breach of the student society's obligations emanating from these Guidelines, on pain of revocation of the recognition. The status of student societies shall be revisited by the Council of Institutes every three years.

11. Legal Representation

Unless otherwise provided in the Statute of the society, the legal representation of the society shall be vested in the President and Secretary of the society.