

CLUBS OPERATION GUIDELINES

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1 CLUB PROGRAM OVERVIEW

1.1 BACKGROUND

RMIT University Vietnam boasts around 60 student-run clubs and societies, covering a range of sports, arts and cultural, business, academic, community, recreation, and social interests across the Saigon South and Hanoi locations that enable students to take part in a wide range of social, sports and cultural events, and international competitions. These clubs are founded and administered by RMIT students, under the governance and support of the RMIT Vietnam Student Life Department (SLD).

The SLD provides the framework for the club program, including staff support, mentoring, funding, resources, policies, guidelines and development opportunities. This framework ensures the sustainability of the clubs and that the overall student club program continues to contribute to the strategic objectives of the SLD and RMIT as a whole.

1.2 STUDENT LIFE CONTACTS

- Student Life (SGS) – student.life@rmit.edu.vn 028 3776 1383
- Student Life (Hanoi) - student.lifeHN@rmit.edu.vn 024 3726 6060

1.3 CLUB COMPOSITION

RMIT Vietnam club members are made up of RMIT Vietnam students and RMIT Vietnam alumni and staff who are required to pay the membership fee if any. Note: Alumni also have to pay the appropriate facility usage fee.

Student Club Executives serve as contact points, maintain contact with other related organizations and report directly to the Student Activities Officer and/or Student Activities Manager in turn to Senior Manager, Student Life.

2. MENTORS

An affiliated club is encouraged to have a mentor who can consult with the club in outlining strategies, direction and planning. A club mentor board is compulsory for specialised clubs that require more technical advice to operate the clubs.

Responsibilities:

Mentors help guide club student leaders, however, their approaches will vary. In general, this means that mentors give students the room they need to succeed and also to fail. Of course, there are always appropriate time for advisors to assert themselves while working with student leaders on issues crucial to RMIT University Vietnam. The results benefiting the students are leadership, improved skills in accomplishing goals and working with others. An understanding of these roles, responsibilities and methods should be reached between student leadership and mentor(s) and outlined in the [Mentor Agreement Form](#). Mentors are also responsible for upholding all RMIT regulations as they pertain to student clubs.

- RMIT Student Club Mentors must be a full time staff member with a minimum of 1 year service at RMIT.
- Club mentors have the right to call meetings with club executives.
- Club mentors should counsel clubs on goals, strategies, planning.
- Club mentors should provide support and direction to the club when dealing with difficulties and internal challenges.
- Club mentors should give advice on all documents for events and activities (Proposals, sponsorship packages, designs, advertisements etc) prior to the club sending them to Student Activities Team.
- Club mentors may be invited to attend club events as a VIP and or give out prizes and make introductory or closing speeches for club activities and events.
- Club mentors should evaluate the club performance at the end of each semester by the [Club Mentor Semester Evaluation Form](#) and submit the results and recommendations for improvement to the club as well as Student Activities Team.

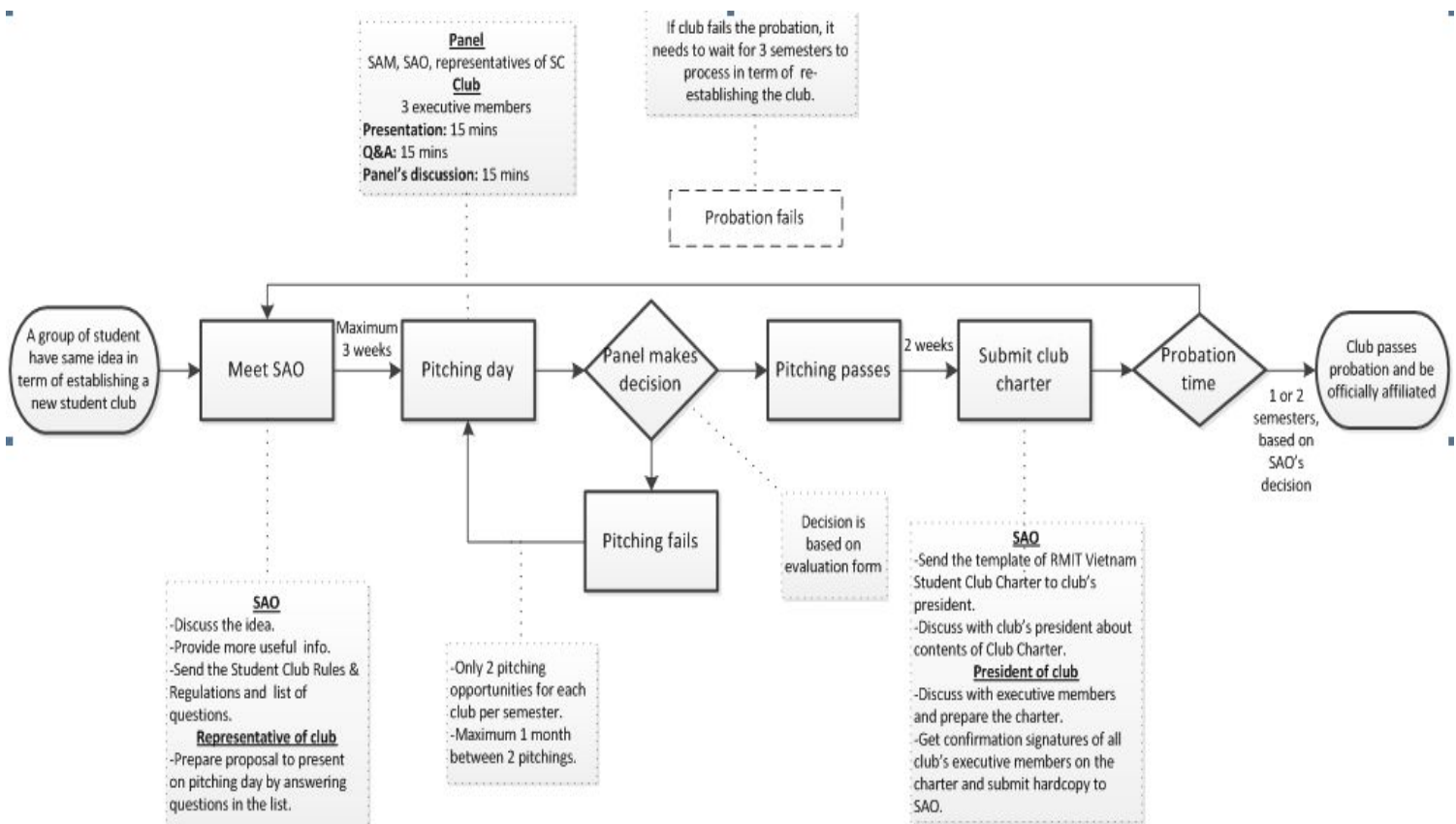
Other support and resources Student Life Department provide for mentors

There are Student Activities Officers in Student Life who are the club advisors and support student clubs and mentors with event planning and management, procedures and compliance, performance evaluation, requesting funds and budgeting, conflict management, campus resources, etc.

3 DEVELOPMENT

3.1 STARTING A CLUB

Students are strongly encouraged to look at avenues to start new clubs or revive an old club no longer functioning. Please refer to the process of starting a new club.



SAO: Student Life Activities Officer
SAM: Student Life Activities Manager
SC: Student Council
SL: Student Life Department

Office of Student Life Activities Team: room 10.2.09, building 10

Operational funding during probation: VND 2 mill/semester

Starting day of probation: from week 1 to the end of week 14 in the following semester of the establishment period (academic calendar)

Eligibility of club executive members:

- Any person who is currently enrolled at any campus of RMIT Vietnam (Diploma, Bachelor or Master student). English and exchange students are not eligible.
- At least 3 semesters remaining when starting in club executive position and not in an internship, exchange program or in last semester of study. No plans to take a leave of absence for 1 semester or more.
- Ability to commit to work for club at least 2 semesters continuously.
- Term of one generation: maximum 3 semesters (excluding probation period).
- Not in executive board (or management board) of another affiliated club.
- Not in At Risk level 3 or above; or in At Risk level 2 but GPA ≥ 2.0 .

3.2 CLUB EXECUTIVE TRAINING

To ensure student clubs develop according to RMIT guidelines and requirements, clubs' executives are required to attend compulsory training each semester hosted by SLD to develop leadership, management, and communication and teamwork skills.

3.3 EVALUATION

Every semester and year, clubs will receive evaluation from SLD to assess 5 essential criteria: Membership, Event/Activity Engagement, Community Engagement, Development and Compliance as explained in below table. Student Activities Officers will make the assessment based on the performance of clubs throughout a semester. Clubs need to reach at least 50% or more to meet the requirements. Clubs who fail to meet the requirements in 2 consecutive semesters may be placed on probation or become discontinued.

SEMESTER A PERFORMANCE RESULT ()**

OVERALL EVALUATION (**)	
EXCEEDS REQUIREMENTS (80% - 100%)	Club Performance exceeds the established objectives, activities and position responsibilities and was characterized by significant achievements.
MEETS REQUIREMENTS (60% - <80%)	Consistently meets and at times exceed the established objectives, activities and position responsibilities.
PARTIALLY MEETS REQUIREMENTS (50% - <60%)	Meets most of the established objectives, activities and position responsibilities; some objectives partially achieved but below expectation. Student Activities can book an appointment with club to hear the short-term improvement plan for advancement and support.
AT RISK (< 50%)	Performance does not meet the minimum expectations and requirements for the established objectives, activities and position responsibilities. Significant improvement is urgently required through pitching presentation with Student Life and club may be placed on probation or discontinued if having inability in club operation and development.

EVALUATION TABLE

CORE COMPETENCIES INDEX		Weight (%)	Semester Review		Semester Result
Indicator	Performance Measures		Evaluation Explanation	% Gained	
Objective 1. To enhance student experience (25%)					
1. Event/Activity engagement (15%)	• Number of Events/ Activities that co-host and support other clubs • Number of Events/ Activities level 1 - Small Scale (less than 50 participants)	5%			○
	• Number of Events/ Activities level 2 - Medium Scale (50 ~ 100 participants)	5%			
	• Number of Events/ Activities level 3 - Large Scale (over 100 participants or involved the International Parties or other Universities)	5%			
• Events/ Activities that co-host and support other clubs: it can be supporting the marketing (Offline & Online), providing Human Resources to other clubs, supporting performances or technical support. At least 1 per semester to get full % • Events/ Activities level 1 - Small Scale (less than 50 participants): can be Induction Day, BBQ party, Internal Meeting with Teambuilding Activities or Mini Workshop. At least 1 per semester to get full % • Events/ Activities level 2 - Medium Scale (50 ~ 100 participants): can be Workshop, Mid-scale Events, Competition, Tournament, etc. At least 1 per semester to get full % • Events/ Activities level 3 - Large Scale (over 100 participants or involved the International Parties or other Universities): Requirement: - Number of attendees >100, - Involve International Elements, - Involve >2 Universities.					
2. Community engagement (10%)	• Number of events assistance & support to external parties (companies, NGOs, communities, other universities, etc.)	5%			○
	• Number of event, community project, tournament collaboration with Student Life, Student Council or University Department.	5%			
• Co-hosting with External Parties to organize/ support the approved event/ activities from Activities Team (charity trip, volunteering for NGO Networking Event, Supporting the Management Trainee from Reputation Corporation, etc.) will get 5% if club completes 1 per semester. • Providing volunteers, decorating booth at University Event Days or performing on the day such as doing the Show Case, creating the Club Booth at Experience Day and performing Music Show on the day: 7 out of 10% • Co-hosting with another department within RMIT: 10 out of 10%					
Objective 2. To encourage the enjoyment and participation of all club members in social competitive and recreational activities (20%)					
Think about membership numbers, club financial position, retention of members, surveys, net promoter score surveys, number trips and activities, attendance on trips and activities, ratio of students vs non students (need to have at least 50% RMIT students).					
3. Enjoyment and participation of all club members (20%)	• Sustainable Executive Board <i>The stability in executive boards at least 2 semesters and transition period smoothly.</i>	5%			○
	• Member engagement Enhance member enjoyment by organized bonding trips and recreational activities	5%			
	• Newbies engagement Have newbies for each semester as a financial member. (Newbies is the one who enrolls for their first or second	5%			
	• Level of contribution to increase the RMIT branding through winner tournament which compete under the RMIT club name	5%			
• Newbies Engagement - large percentage of new members are: Less than 5 Financial Newbies: 2% From 5 to 10 Financial Newbies: 3% Over 10 Financial Newbies: 5%					
Objective 3. To support and encourage the personal development of club members (25%)					
4. Development (25%)	• Participating on trainings /workshops provided from RMIT	Compulsory Training by SL	15%		○
		Training/ Workshop by other RMIT Departments	5%		
	• Number of training/ workshops which club provides per semester.		5%		
Training is conducted by RMIT and it provides training opportunities to club executive committee members in club management and development. The program will feature guest speakers along with RMIT staff. Club Development Sessions are conducted during semester one and two and will be promoted to clubs via the Clubs Calender and through the Student Activities Officer. RMIT Student Life will nominate compulsory sessions for clubs to attend. • Club must attend training/workshop provided by RMIT fully as regular training, teambuilding and Compusory training program. Any missing without notification will not get any %. It is important to note that non attendance will incur financial penalties. • At least 1 training/ workshop to members for enhancing their skill. Club is highly encouraged to co-host with others for organizing the training/workshop.					

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• Club must attend training/workshop provided by RMIT fully as regular training, teambuilding and Compusory training program. Any missing without notification will not get any %. It is important to note that non attendance will incur financial penalties.						
• At least 1 training/ workshop to members for enhancing their skill. Club is highly encouraged to co-host with others for organizing the training/workshop.						
Objective 4. To comply Club Charter, RMIT procedures and policies (30%)						
Club committees and clubs members are expected to behave in a safe, respectful manner at all times. It is the responsibility of club members to make themselves aware of this code of conduct especially the section relating to disciplinary action.						
5. Compliance (30%)	• Comply to the deadline for all required documents as plans, proposals and reports on time.		10%			0
	• Follow operation policies, guidelines, procedures, etc. which required by the RMIT Departments (club storage, equipments, outsider, security issue, etc.)		10%			
	• Attend all compulsory meetings by Student Life for clubs		5%			
	• Sustainable events by using eco-friendly materials, reduce waste		5%			
• Club must comply the deadline for submitting all the documents especially the reports with clear information. Violating the deadline will get 0%.						
• Club must follow all guidance and agreement with Departments. Any violation related to Club Charter, RMIT Operation Policies and Procedure will not have any % in this part.						

4 PLANNING

4.1 OVERVIEW

In order for student clubs to achieve their goals, aims and objectives, detailed planning and organisation is required. This should be an ongoing, continuous process and the Student Activities team will work with clubs on timelines for planning activities such as action plans, development plans and budgets.

4.2 SEMESTER PLANNING

All clubs must have completed and approved plans for the following semester in the [End of Semester Report Package](#) submission of the current semester of the academic calendar.

5 REPORTING

5.1 OVERVIEW

In order for clubs to measure effectiveness and further development, accurate reporting on events, activities and operations must occur. This reflection will assist clubs in identifying the strengths and areas for improvement within the club as well as guide their future planning. Furthermore, it will serve as a valuable measurement of success for future benchmarking.

5.2 SEMESTER REPORTS

All clubs must have completed and approved [End of Semester Report Package](#) for the semester by **Wednesday, week 12** of the current semester of the academic calendar. Below are the submission requirements.

- [1. End of Semester Report Template](#)
- [2. Club Event Reports](#)
- [3. Update of Executives Database](#)
- [4. Semester Budget Grant Request & Bank Account Info Form](#)
- [5. \[For Sports Club\] Coach Contract](#)
- [6. \[For Sports Club\] Coach Weekly Timesheet](#)
- [7. \[Optional\] Election Results Form](#)

Note:

- It is recommended that all student clubs submit their reports 2-3 weeks prior by due date so the SLD can provide proper feedback and the recommended modifications for the student clubs and reports approved within the time frame.
- Failure to comply with timeframes may result in the SLD not being able to fund or support club activities.
- All reports and plans are required for the review by the Student Activities Officers. Any reports or plans submitted after the due date will not be considered and will also affect the club ranking result.

5.4 EVENT REPORT

It's compulsory to submit the event report within 2 weeks of an event/function since the closing day by using the [Event Report Template](#).

Note:

- The event report should provide a record of the event's organization, successes, problems and what was learned from these problems in order for future club members to benefit from the experience gained.
- It's also should be include the videos, pictures, press releases and any other form of media/exposure

the club/event has received. This evidence is important for records and may also be considered during the Club Review Process. Clubs must submit to the Student Activities Officer the event's photos and videos for proper recording that may be used in future promotion.

- The event report must state clearly all the expenses and incomes of the event, together with copies of all receipts and invoices submitted to the Student Activities Officer.

6 CLUB MEETINGS

6.1 GENERAL CLUB MEETING (GCM)

- A minimum of one general club meeting is to be held each semester for every club.
- The business of the first meeting each semester shall include:
 - A presentation from the Club Executive detailing the club activities from the previous semester
 - Discussion on club services and activities planned for the new semester
- The meeting secretary must provide all Club Management Board and club members with a notice and agenda of each meeting at least five academic days prior to the meeting. Please use the **Meeting Agenda Template** in the [End of Semester Report Package](#) provided by the Student Activities Team.
- Anyone may attend a general club meeting as an observer. Observers may only address the meeting if invited to do so by the Chairperson. The Club President has the right, within their discretion, to request removal of any person whose behaviour is found to be objectionable.
- A non-executive member may allow an ordinary club member to act as their proxy at a meeting.
- Only members of the Club management Board or their proxy may vote at the club meeting.
- Quorum for a club meeting is over 50% of the total number of members (excluding proxies).
- A Club Management Board member may be given an official written warning if they are absent without apology at two consecutive club general meetings. The Club Management Board can in writing request the resignation or expel a member if they are absent without apology at three consecutive club meetings.
- Minutes must be kept by the meeting secretary and distributed to all club members within 10 days of the meeting. Please use the [Meeting Minutes Template](#)

6.2 SPECIAL MEETING

- The club executives shall call a Special Meeting of the club when:
 - Requested on petition of not less than 10% of total club membership. The petition must outline the business to be dealt with in writing.
 - When requested by the Club Management board.
 - When requested by the Student Activities Officer, Student Activities Coordinator and or the Student Activities Manager. The request must outline the business to be dealt with and be in writing.
 - When an executive resigns and an election must be held.
- Members shall be given at least 5 days notice of a Special Meeting.
- A quorum for a Special Meeting shall be 50% or 30 of the total financial members. If within 15 minutes of the appointed start time a quorum is not present the meeting shall lapse. The meeting may be reconvened at the discretion of those present either within the next hour or at a more convenient time.

6.3 MEETING MINUTES AND AGENDA

- [Meeting Minutes Template](#) and [Meeting Agenda Template](#) are available from the SLD.
- An Agenda is an official announcement of the meetings business and must be submitted to all those to attend at least five academic days prior to the meeting.
- Minutes are an official recording of the agenda/business/discussion undertaken at a meeting.
- Minutes of every club meeting shall be recorded by a meeting secretary and prepared and distributed to all club members within five academic days of the meeting.
- Meeting minutes can only be passed at the following meeting if they are accepted as a true and accurate record of proceedings.
- The Student Activities Officer and the Student Activities Coordinator must receive a copy of all meeting minutes at the end of every semester in conjunction with the semester reports. The Student Activities Officer and Student Activities Coordinator must also receive the agenda and minutes of all AGCMs.

6.4 ELECTION

- All Executive positions are elected positions and must be obtained by the procedures outlined below.
- Other Club Management positions may be elected or appointed by the club executives. (This must be stated in each club Charter [\(Club Charter Format\)](#).)
- It is recommended that all elections and appointments are conducted during the AGCM held in semester 3 of the academic calendar. In the event that the position of Club President, Vice President and Chief of Finance becomes available during the semester a Special Meeting may be called.
- When conducting democratic procedures for executives, candidates must nominate or be nominated for election to the current executive in writing 24 hours before the club AGCM or Special Meeting. For appointment procedures, candidates must be ratified during the AGCM or Special Meeting.
- Once candidates accept their nomination (A minimum of 2 accepted nominations is required) an election must be held for this position and the candidate with the most votes will hold the new position. (A minimum of 50% of current club members must take part in this election process to make the election valid).
- Ballot papers shall be used for elected positions.
- For appointed positions, consent of 50% of current club members must be reached to approve the appointments. If 50% isn't reached another appointment must be made until 50% consent is gained or an election must be held as outlined above.
- If insufficient nominations are received to fill all vacancies on the executive, the candidates nominated shall be elected unopposed and any further nominations shall be received at the AGCM or Special Meeting.
- If no nominations are received before the AGCM or Special Meeting, verbal nominations will be accepted during the electing phase of the AGCM or Special Meeting.
- The results of the ballot are verified by the club President and a club member (who has been selected by the members and has not nominated for an executive position.) The club Vice President will assume the role of club President if he or she is absent.
- Positions are held for the term of one calendar year (Semester 1 – Semester 3); members must run for re-election in January of that year or after one year as an executive.
- After the election of a new Club Committee, the current committee will remain responsible and accountable for the club for the remainder of the calendar year. During this time mentoring their

successors on the role must take place.

- Election results must be submitted to the SAO and SAM by the Election Result Form within 1 week of the election/appointments. Please use the [Club Executive Update Form](#) and or [the Election Results Form](#). Clubs must also update the SLD with their signed **RMIT Vietnam Student Club Charter**.

*Note: All financial members of the club are eligible to nominate for election/appointment to Club Executive positions. It is encouraged that all club executives have at least one male and one female member. **Final semester students are not allowed to hold executive positions. Only one executive position may be held by one student at any time.***

7 CLUB EVENTS

7.1 CLUB HOSTED EVENTS

7.1.1 Overview

RMIT Vietnam Student Clubs are encouraged to organize and host at least 2 events or activities per semester, and where possible include a regional international event/competition to maximise the development and scope of the student club program. The SLD will support and assist all clubs in organizing their tournaments/activities.

Organizing an event is an exciting and rewarding experience. However, most students don't realize how much is involved. Compliance with the rules and procedures in these guidelines are essential for all RMIT Vietnam Affiliated Clubs to host an event under the guidance of the SLD.

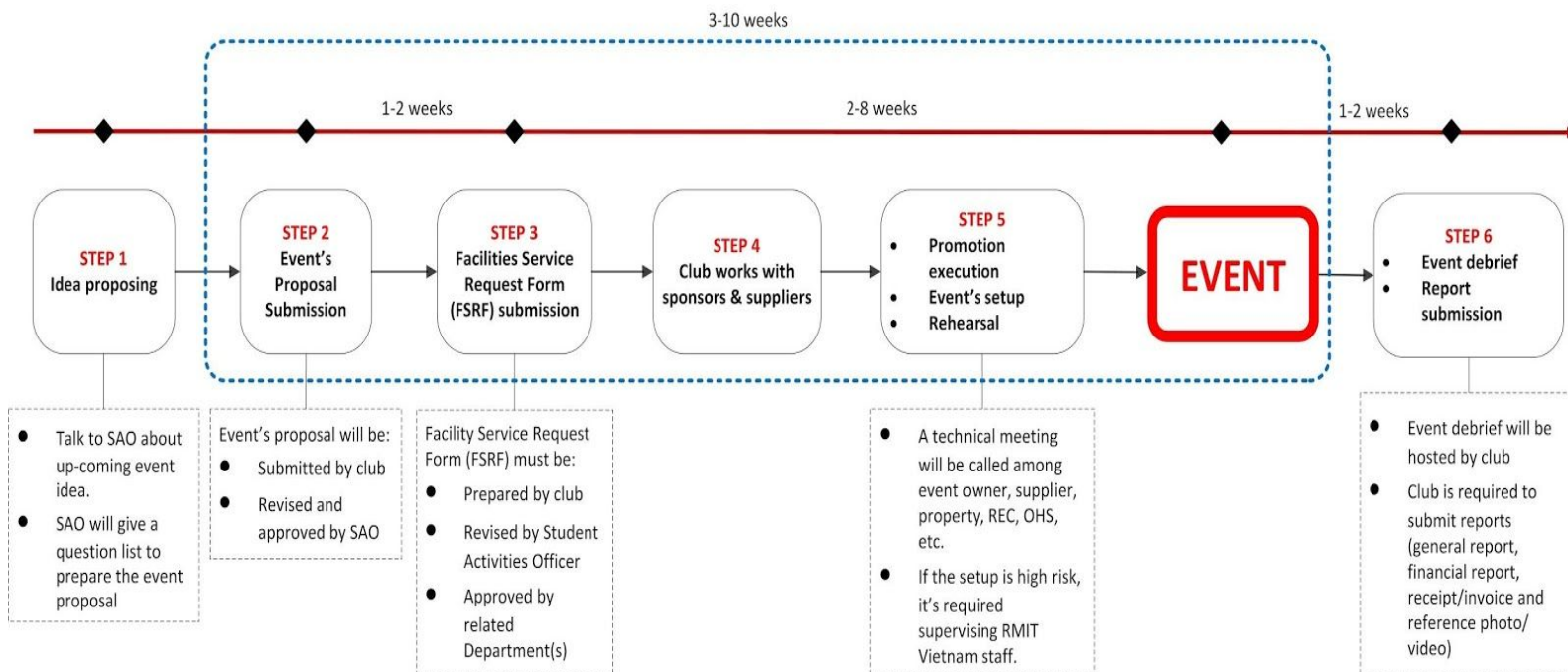
All club executives, club committee members and team leaders of the club/event must read and abide by the rules and procedures before hosting an event. Club executives are ultimately responsible for their club events and ensuring that these guidelines, rules, policies and timelines are followed.

7.1.2 Proposals

All proposals for events and activities that a student club wishes to organize must first be shared to the club's mentor for initial feedback. Once the club mentor's comments have been considered the club will seek comments, suggestions and approval from the relevant Student Activities Officer before hosting the event. All proposals must be submitted via email, detailed information on the purpose of the event, organising committee, tasks and responsibilities of each team, marketing plan, program, required facilities, budget, and any other relevant information. Additional information may be requested before a proposal is approved. Please use [Event Proposal Template](#) for all proposal submissions.

It is important that all proposals are submitted as well in advance as possible. Approval timelines for each event and activity will depend on the [complexity of set-up](#) and [the event Tier](#).

An internal large scale or small event requires from 3 to 10 weeks to process paperwork and to complete the event. The SLD reserves the right to refuse event proposals if inadequate time is deemed. This flow chart below shows the steps and timeframe for preparing to host an event.



Flow for Internal Events/Competitions

Late submissions will not be considered unless sufficient explanation is provided. Incomplete proposals, or if SLD staff deems the activity not consistent with the aims and objectives of the club, quality or professional nature of the university, will be rejected. If the proposal is rejected, the **Club will have the opportunity to submit again once only**. Resubmissions must be submitted no more than 1 week after notification of rejection for consideration.

If the event/activity plans to use RMIT Vietnam facilities, the student club must inquire on the availability of the facilities prior to submitting the proposal. Enquiries can be made through the Student Activities Officer. Once the proposal is approved, any facilities required must be formally requested and booked. Bookings are made by detailing the facility required, date and time on a [**FACILITIES AND SERVICE REQUEST FORM \(FSRF\)**](#) and emailed to the Student Activities Officer. A FSRF revised more than 2 times will be supported up to the 2nd revision.

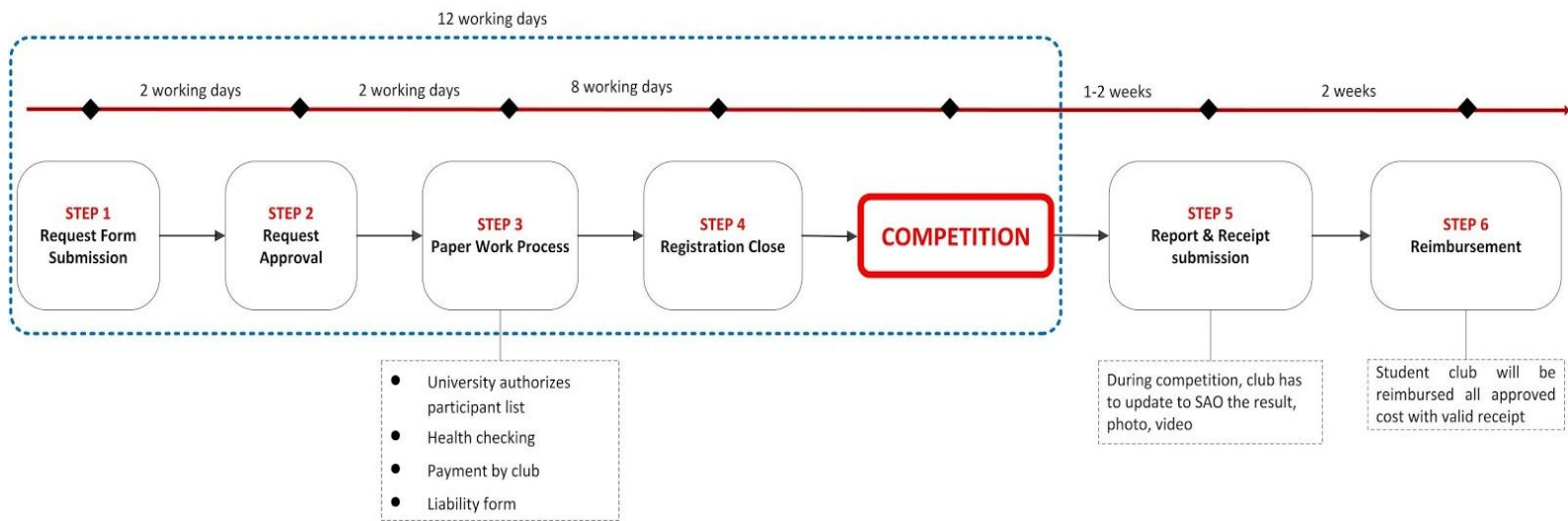
Clubs that damage or misuse RMIT Vietnam facilities will be responsible for paying any replacement or repair costs. This will come from the deposit for events and activities and additional funds may be requested if the deposit is insufficient to cover these costs.

Note:

- All students wishing to hold or host events will also need to refer to the requirement from Property Services and the Occupational Health and Safety Department for Events and its related documents to fully understand the abilities and limitations on holding events at RMIT campus. This document will be provided to the event organizer for particular event.
- All proposals which have expense for prizes, referee fee by cash must seek signature of SAM on the hard copy of the proposal for money reimbursement from RMIT when required.

7.2 CLUBS JOIN EXTERNAL EVENT/COMPETITION

Student clubs planning to join an external event/competition must complete the [request form](#). There is a requirement of at least 12 working days to process supporting documents. Please find the below Flow Chart for details of the required steps:



Flow for External Event/Competition

8.0 EXTERNAL RELATIONSHIP MANAGEMENT

8.1 WORKING WITH GOVERNMENT BODIES

Pursuant to Decision 76 of the Prime Minister organisation and management of international conferences and seminars in Vietnam, “**international conferences/seminars/tournament**” is required to have an event permit:

- Conferences/seminars/tournaments organised by Vietnamese agencies/organisations with foreign participation or sponsorship; and
- Conferences/seminars/tournaments organised by foreign agencies/organisations.

If an event has the following elements:

- Foreign participants and presenters (including international visitors and foreigners living in Vietnam)
- Mass advertisements in public
- Attendance of journalists

- Public attendance
- Art performance (singing, dancing, fashion, plays)
- Art Exhibition
- Movie Screening

Depending on the nature and size of your event/activity, it may need approval(s) from certain government bodies. Approval(s) may be needed from:

- People's Committee of HCMC
- Culture and Tourism Department of HCMC
- Sports Department of HCMC
- Department of Information and Communication
- Other relevant Government authorities

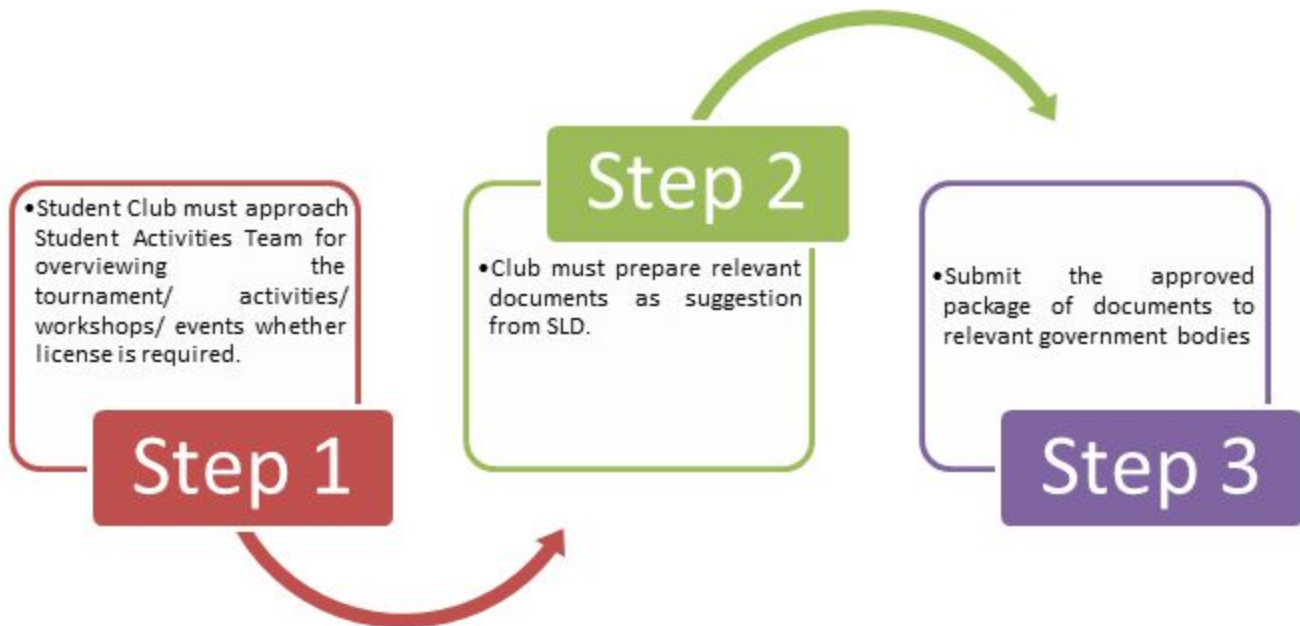
If approval is needed, all clubs must follow the recommendations and advice of the SLD to ensure necessary approvals are granted in time for the tournament/activities/workshops/events. Any tournament/ activity/ workshop/ event that doesn't have all Government approvals prior to the start will automatically be cancelled regardless of the expense to the club and its members.

Below is a rough guideline of what is required for government approval as well as what they may require.

Note: Obtaining An Event Permit from the authority (if required) might take approximately 20 ~ 30 working days in processing (depending on the complexity of the event) so it highly recommended that all clubs must prepare their plan which includes the timeline for Obtaining An Event Permit.

8.2 RMIT LOGO AND FRINGE

Events initiated and hosted by students clubs should display the RMIT 'Student Initiative' Fringe to clarify it is a student event, not an official RMIT event. Any large scale events wanting to display the official RMIT must have drafts approved by the Student Activities team. It is the responsibility of the Student Clubs for extra production costs for all materials that aren't pre-approved and do not meet the standard of the SLD.



When the RMIT Fringe or logo is used it is essential that the correct version is used and no modifications of the logo are made. This includes but is not limited to:

- Distorting the fringe/logo elements
- Recreating the fringe/logo
- Altering the relationship of the fringe/logo elements
- Reproducing the fringe/logo with other typefaces
- Attaching the “pixel” to non-RMIT entities
- Infringing on the clear space restriction
- Using the pixel as a separate icon from Master / Sub-brand

Please refer to the RMIT Brand Guidelines available on the intranet for further information on use of RMIT logos.

Note: Any modifications made to the [RMIT fringe/logo](#) in any way will be refused.

All designs for an event/activity must be checked and modified if necessary by the club's advisor before sending to SLD for approval. Only approved designs are allowed to be advertised around RMIT Vietnam Campuses and for additional marketing purposes. This includes Computer wallpapers, LCDs, website, and any other promotional activities and platforms. Requests to use the above mentioned facilities should be made by FSRF and will be granted on a first come first serve basis. To guarantee use of the limited facilities (Wallpaper and canteen stands) requests and approval of the advertising material must be made. Bookings may be cancelled if the club/event does not have an approved designs by the start time of their request. At this point in time any other club may submit their draft and if approved will be granted full use of the facilities and void previous requests.

If a Student Club wishes to promote their event or announce their results on the RMIT Vietnam website, Intranet, bi-Weekly Student Update they must submit content and images/video to the SLD. The SLD and RMIT Vietnam's Communication Department may modify requests and seek additional information and photos if needed. They will also decide which requests are supported. The submission does not mean guaranteed approval of the request.

Student Clubs must have their advisors proofread all potential promotional materials before submitted them onto the SLD for final approval.

Student clubs or sponsors of student clubs and their tournaments/competitions that wish to do any promotional activity outside of campus using any form of media (Press releases, newspaper articles, filming or photography on campus etc) must first inform the Student Activities Team at least 1 week before any such action takes place. The said staff member, club and sponsor will then liaise with the Communication Department of RMIT Vietnam for approval. No such promotional activities can take place without the approval of the Communications Department and the SLD.

8.4 REGISTRATIONS AND WAIVERS

Most sports tournaments/competitions will require registrations and waivers to be signed to protect the organizers, student clubs and the University. These events include but are not limited to:

- Any physical or sporting activities
- Any activities that require participants to travel off campus
- Any activities that may involve a risk to participant's safety (outdoor, adventure activities, off campus trip, etc)

It's a requirement for all physical activities (including RMIT students or invited teams) to complete an [Acknowledgement of Voluntary Participation Form](#). For further information please ask the Student Activities team.

8.5 EVENT ETIQUETTE

Most likely Student clubs organising tournaments/competitions will seek VIPs, guest speakers, judges, MCs, entertainers and a variety of other people to assist with the success of their event. Proper and appropriate notification must be made in order to seek assistance from these people. It is recommended that a minimum of 3 weeks notification is given to guest speakers and other VIPs and even more notification is given for people that are required or heavily involved in the event (MCs, judges, etc).

If any sponsor or partner representative is present during an event, the hosting club must appoint member(s) to act as a liaison and ensure the guests are welcomed, engaged and looked after. This is a chance to create and strengthen the relationship with sponsors as well as to show respect to their participation.

Also, once an event is finished it is common and appropriate to send thank you notes/cards emails etc. to all those that made the event a success. This not only includes the members of your club and organising committee; but also the sponsors, hosts, guest speakers, judges, entertainers etc. These people will appreciate this formal recognition and be more likely to support future events organised by your club as well as other student clubs.

9 WORKING WITH CHARITIES

9.1 OVERVIEW

The SLD encourages Student Clubs to support and work closely with local charities/organizations when organizing events and activities. However, much care and due diligence is needed when selecting which charity to work and develop a relationship with.

9.2 POINTS TO CONSIDER

Before undertaking any engagement (partnership/sponsorship/monetary donation/visit/training or anything else) with a local or international NGO/INGO or charity, there are a few things to consider:

- What type of organisation does your club/group wish to support? Eg. disadvantaged children (poor or disabled?) HIV/AIDS, elderly, homeless, environmental, animal welfare, women and babies, medical (cleft palate/heart/blind/deaf), sporting.
- Preferred location
- Is this organisation registered with local and other authorities as a registered and bona fide

charity?

- What amount of donated money is actually spent on those in need and how much in management?
- Who is their board of management and trustees? How are they monitored?
- Are they affiliated with other organisations and supported and advised through them?
- Where does their main funding come from?

It is preferred that clubs avoid making cash donations to charities, and instead look at more tangible donations such as time (e.g. a sports clinic for children, work to rebuild facilities), or using funds for a direct purchase (e.g. a basketball ring, food, clothing, new classroom, footballs for children etc.)

9.3 ASSISTANCE

Please discuss any charity engagement with the SLD, so this process can be beneficial to your club and can make meaningful and appropriate assistance with worthy organisations that you will be proud of. Upon delivery of money and or goods to the approved organisation, some form of evidence must be presented (Receipt etc) along with the [Charity Donation Confirmation Form](#), and submitted to the SLD within 2 weeks of delivery goods to the said organization.

10 FINANCE, BANKING, GRANTS AND PAYMENTS

10.1 OVERVIEW

RMIT Student Clubs are required to follow strict guidelines when dealing with all grants, income, sponsorship, payments and banking. These guidelines are aligned with RMIT Vietnam's policies and procedures and set to help all student clubs keep accurate financial records, plan for future initiatives and seek financial support from the University where appropriate.

All semester payments should be completed by Wednesday, week 15 of the current semester. No outstanding payments or allocation of funds for the semester or calendar year should be made after these dates.

10.2 STUDENT CLUB BUDGET AND FUND

RMIT Vietnam and the Student Life Department supports club activities and provides subsidies to affiliated clubs and new clubs to alleviate the funding constraints of being a student-organised body. Such assistance provides greater opportunities for students to participate in a wide variety of activities

and develop their own leadership and personal skills.

Each student club is entitled to funding based on the club performance during the semester, clubs also have the opportunity to apply for further funding under certain circumstances. There are three sources of budget that club can access:

- **Club Operational funding:** this is the budget that SLD approves for the club operations in the semester. The fund is derived from club ranking result of the previous semester relating to the club's performance.
- **Sponsorship grant:** this is the budget that clubs can receive by seeking sponsorship from Student Council for their planned activities in a certain semester. This fund is administered by Student Council.
- **Special grant:** Additional funding for special requirements such as equipment, event registration, external facility hire etc. Fund allocation and applications be decided by SLD.

10.3 CLUB OPERATIONAL FUND

To be eligible to apply for Club Operational Funding, the club must be an official or probational RMIT Student Club as approved by the Student Life Department.

The Club Operational Fund indicates the approved items RMIT Vietnam will fund to clubs. The amount fund of the current semester is based on the club ranking results of the previous semester and may change from semester to semester.

Operational funds will be allocated by the ranking system to reward more effective and active clubs. Clubs will be assessed on the “club ranking result” according to their score. The scoring will be evaluated by Student Activities Officer. Once the result is finalized, clubs will be funded a certain amount of the respective operational grant of that current semester.

Club ranking results and the approved budget of the current semester will be confirmed to all clubs in week 17 of the current semester. Clubs must ensure to submit all related documentation to claim as the evidence of their activities in the following semester. Failure to meet with this requirement may lead to the deduction or cutting off of club funding in the next semester. Student clubs are required to submit the club account bank statement at the end of semester.

The following considerations will be taken into account when allocating the available funds for the Club Operational Fund (please refer the [club ranking matrix](#))

10.4 CLUB FUNDING CONSIDERATIONS

The following table provides clubs with guidelines to what RMIT **will consider** approving for Club Operational Fund.

Item	Status	Notes
Coaching/Instruction	YES	Clubs may use grant funding for Coach/Instructor, but funding is limited by club classification and financial members.
Ground/Venue Hire – Training	YES	RMIT Vietnam controlled grounds/venues will be granted in the first instance. Alternative grounds/venues will be considered only if the grounds/venues are not available/suitable* eg. Bowling, Swimming
Ground/Venue Hire – Competition	YES	RMIT Vietnam controlled grounds/venues will be granted in the first instance. Alternative grounds/venues will be considered only if the grounds/venues are not available/suitable*
Marketing & Promotions	YES	Any costs that are spent by the club for production of flyers, banners etc. are the responsibility of the club.
Affiliations	YES	Membership of professional bodies.
Competitions – Registration Fees (Individual & Team)	YES	Fees required by an association or governing body for club members to be eligible to compete/participate.

Competitions – Game Fees	YES	Grant funding for game fees or costs associated with participating in a weekly competition eg. Venue entry, umpire payments, etc will be considered.
Uniforms	NO	Playing uniforms for competitions will remain the property of RMIT Vietnam, and are available for “loan” to the club and its members. All uniform designs must be approved by RMIT Vietnam Student Activities Officer and Marketing Department.
Equipment	YES	Safety equipment will be considered as a priority. All equipment (whether purchased directly by the club or through the Club Operational Grant) remains the property of RMIT Vietnam. Please check SAO/SAM before purchasing.
Social Activities	NO	Social functions are convened at the club’s and/or its member’s expense.

Storage	NO	Student Services will endeavour to provide storage of equipment where possible – however, it remains the sole responsibility of the club to ensure equipment is safe and secure.
Trips / Travel	NO	Camping fees, leader costs, fuel and transport costs, etc are the responsibility of the club and/or its members participating in the trip/travel

Basic equipment may be considered for affiliated and newbie clubs. To access the equipment grant, clubs must send the required items wish list to SLD with the yearly reports & plans.

10.5 SPECIAL GRANT

The special grant is to assist student clubs in the provision of additional funding for extra activities and services that are of benefit to club members, the RMIT community and brand.

To apply for the special grant Clubs must submit the proposal to Student Activities team for consideration. Although there is no template for this proposal, clubs must express clearly in the proposal what the grant will be used for, why it's necessary, why the initial operational funding and funds raised by clubs does not cover their activities.

Applications will be reviewed and approved by the Student Activities team. However, there is no guarantee that all proposals will be approved. It will be considered on case by case basis and reliant on available budget.

Note: It's highly recommended that clubs should submit the proposals for the special grant request as soon as possible and at least 3 weeks in advance before the event day. Proposals may not supported if the request is not within the timeline.

10.6 SPONSORSHIP GRANT

In order to apply for the sponsorship grant, clubs must follow the sponsorship guidelines provided at the ending/beginning of the semester by Student Council. The sponsorship process may change from semester to semester upon the decision of Student Council.

There is no limitation in the number of clubs entitled to sponsorship from Student Council. Student Council have full rights and responsibility to decide which sponsorship is allocated for which club/event. Please note that Student Council does not compulsorily sponsor all club events/activities/projects.

10.7 INVOICE PROCEDURES

When an item is to be paid via the Club Operational Fund or Special Grant, the organisation supplying the goods or services must produce a red invoice with a completed purchase voucher. This red invoice must be made out to:

RMIT VIỆT NAM
702 Nguyễn Văn Linh, P. Tân Phong, Q.7, Tp. HCM, VN.
Tax code: 0302169193

It is compulsory according to Vietnam law that all payments for club expenditure must be accompanied by a red invoice or receipt. If an organisation or individual cannot supply a red invoice, they must be referred to the Student Activities Officer so that alternate arrangements can be made. In most cases a contract between the organisation/individual and RMIT Vietnam or student clubs will be required.

Accessing funds from the Club Operational Fund can only be done so on items approved in the Club Funding Consideration. For activities which use funds from the Club Operational Fund, clubs must follow the guidelines below:

1. Must obtain an approved budget plan in the event proposal (if proposal is required). Budget must clearly indicate items to be paid via the Club Operational Grant.
2. After the tournament/activity, the club must provide and retain receipts for all money spent. VAT invoices (red invoice) or any eligible receipts with official stamps (round and rectangular stamp) are compulsory for all expenses no matter what the amount.
3. Payments made by club to an individual person who cannot provide a red invoice must have a contract or agreement between the student club and the individual with the approval of Student Activities Officer (eg Coach, Trainer, Referee, casual labor).
4. The Club must submit the event report that clearly states all expenses as a part of the report.

For activities which use funds from the Special Grant, clubs must follow the guidelines below:

1. Must submit all the relevant documentation for approval by Student Activities Officer.
2. Submit all the valid VAT invoices or required documents to Student Activities Officer to claim for the approved grant to club.

NOTE:

- Payments made by club to an individual person who cannot provide a red invoice, the club must have a contract or agreement between the student club and the individual with the approval of Student Activities Officer.
- Event report may be required for some cases if using the special grant.
- In some cases, the club is required to make the payment in advance then submit the relevant documentation to get the reimbursement for the approved budget.
- Consideration by the SLD will be given to student clubs that need payments prior to event kick-off time on a case by case basis. If permission is granted the club, will still be required to follow the same procedures outlined above for obtaining receipts. If payments are needed in advance all money will need to be accounted for with proper documentation. Any remaining money must be returned to the SLD within 7 days or disciplinary action against the club may be considered.

10.9 BANKING

Each club has the responsibility to manage its finances according to the requirements outlined in this guideline. To assist in adequate management of a club's finances, each club has a bank account with ANZ bank that they must use (no other accounts using the name of any RMIT Vietnam Club are to be used without authorization of the SLD). Clubs will receive the Opening/Closing Bank Account Guideline from Student Activities team.

All money received must be banked as soon as possible after receipt or transferred into the Student Club Bank Account. Avoid making payments out of cash received without first banking money.

Clubs are required to have three signatures for their bank account and these signatures must be the three current club executives. Any two of the four signatories are needed for withdrawals from the bank account.

Student clubs must include all monthly bank statements of club account along with club reports at the end of every semester to Student Activities Officer.

Newly affiliated Clubs must be opened up a bank account with the **Vietcombank, Ham Nghi** branch as **Joint Account**, the internet banking services will be supported.

Address: 132 Ham Nghi, Dist 1, HCMC (Ask for Ms.Hoa)

Bank account holders must be **3 executives**.

It is the responsibility of new executive committee members to ensure that the signatories for each account are updated with each change of executive board. When executive members change, clubs must first notify the Student Activities team of the intended change in signatories. Once this has been approved the club will then notify the Vietcombank about the change in signatories and keep Student Activities team updated about your Student Club Bank Account (after the new account granted by the bank) and submit the **Monthly Bank Statements** at the end of the semester.

If the main signatory of the account is changed, then the account must be closed and a new account must be opened. Please refer to the advice from the Student Activities Officer. All money in the old account must be transferred to the new account.

If the Club is disaffiliated or closed for any reason the Vietcombank bank account must be closed. Please use the [Account Closure Request Form](#)

All activities to open or close an account must be approved and signed off by Student Activities Officer.

Withdrawal of cash is only authorised up to the value of 2,000,000VND. Any withdrawals over this amount need to be notified and recorded to Student Activities Officer. Please see the [Bank Withdrawal Form](#). Any withdrawal without record may lead to discipline and suspense club budget allocation.

10.10 INCOME & EXPENDITURE

RMIT Vietnam Student Clubs are classified as **not-for-profit**. That means any money received is not distributed to the members, committee, executives etc. All money must be used to further develop the club.

Clubs may receive income from various sources throughout the year. These may include:

- Membership fees
- Fundraising activities
- Sale of merchandise
- Sponsorship (as per RMIT Vietnam Policy)
- Social events
- Other initiatives

All money received by the club **MUST** be deposited into the club bank account promptly and is not to be used to directly pay other accounts. A receipt from a carbon duplicate book should be issued for all money received by the club (including date, purpose of payment and signature). Ensure that the income is recorded on your clubs income and expenditure journal spreadsheet including the number of the receipt issued.

Under no circumstances is money to be accepted or received and used for the benefit of individual members. Any breach of this rule may result in disaffiliation of the club, academic discipline or a club fine. SLD can require for the audit at any time with the prior announcement made to club.

11 SPONSORSHIP

The SLD highly encourages Student Clubs to seek sponsorship for events, activities and club operation they wish to undertake. Sponsorship can be a great way to alleviate some of the expenses of organizing a tournament/competition but should not be taken lightly as it is a legal contract.

Student clubs seeking sponsorship from external organisations should read the [Sponsorship Guideline](#) for further information and guidance. The SLD must oversee all Student Club sponsorship contract agreements and will assist clubs as much as possible. All Sponsorship contracts with external organisation must use the [Sponsorship Contract Template](#).

Any club seeking additional funding from the Student Life Department and or RMIT Vietnam must submit a proposal to the Student Activities Officer explaining the reasons, benefits and outcomes of providing such funding for the event/activity. This proposal will then be passed onto the RMIT Vietnam sponsorship committee for review.

Note: Previous sponsorship from the Student Life Department and or RMIT Vietnam does not guarantee sponsorship will be provided again in the future.

12 UPDATING WEBSITE OR ADDING EVENTS

The Student Activities Team assists all Student Clubs in announcing events, reporting event results and updating club information and contact details on official RMIT Vietnam communication channels, including the RMIT Vietnam Intranet, Student Update, Facebook and Website .

All clubs wanting to update their club contact details or general club information, add events to the calendar (What's on at RMIT) or the news section (RMIT News) must send content to the Student Activities team.

The Student Activities Team and Communication Department will work together and approve all appropriate requests. Submission of requests does not automatically guarantee it will be posted and additional information may be requested. The inclusion of high quality images with the request is highly encouraged.

Note: Student Club contact details on the RMIT Vietnam website and information released on intranet will be updated by the SAO by Thursday of week 2 each semester. All clubs' updated information must be confirmed to Student Activities Team 3 days prior the updating date.

13 CLUB CERTIFICATES

13.1 OVERVIEW

The SLD highly encourages Student Clubs to present certificates to their members. They are an effective and professional way of rewarding and recognizing individual, group and club contributions to events, activities and the overall operation of a student club. However, in order to maintain their value and effectiveness a guideline on issuing certificates has been created.

13.2 HOW AND WHEN ISSUED CERTIFICATES

- At the conclusion of an event/tournament, activity or semester formal recognition may be made to members that have made significant contributions to the success of the club.
- Determine how many certificates will be given and to whom they will be given to. Please keep in mind that if everyone is given a certificate they won't be as valuable as if only a few are given.
- Prepare a draft of the certificate and send it to the Student Activities team for approval.

Note: The Senior Manager Student Life, Student Activities Manager, Student Activities Officer, Club President and Event Leader are all appropriate people to sign certificates.

- The certificate must include the Logo of the Club issuing the certificate along with the RMIT Vietnam Fringe. The RMIT Vietnam Fringe cannot be altered in any way. (This includes size, colour, shape etc) It must also include the name of the event and reason why the certificate is

being given.

- Once the certificates are approved by the SLD, print out the certificates and make arrangements to get the appropriate signatures. (Please allow adequate time for certificates to be signed).
- Once the certificates are ready, present them to your members at the next meeting, ceremony or in some public way to recognize their valuable contributions.

Note: Intended certificates will only be approved and signed for events that are closed/completed, which is:

- An event that is finished and has all reports completed
- All reports have been approved by the Student Activities team
- All receipts are submitted and match the financial report
- The reports include both written and visual files (This includes DVD's, Photos, Media files etc)

Any communication with other RMIT departments must be conducted through the SLD.

Note: Do not print or produce certificates without approval – additional time/cost may result.

14 CONTRACTS WITH COACH/TRAINER

Student Clubs are highly recommended to employ the services of a professional coach or trainer. This is an essential element of player and club development, and shows the commitment to high performance and professionalism.

It is mandatory to have an agreement between club (employer) and coach/trainer (employee).

- It's responsibility of the club to source a coach/trainer. Then club must keep the Student Activities Team informed of the details of coaches and trainers and get approval from Student Activities Team.
- An agreement ([Non-RMIT Service contract](#)) must be signed and submitted to the Student Activities Team before the coach/trainer starts his/her job in RMIT Vietnam facilities.
- Club and club's members take all responsibilities and duties to work with the coach/instructor, including PIT payment.
- Coach/trainer must sign on timesheet of every session he/she trains for the club.

15 SAFETY AND ACCIDENT REPORT

RMIT Vietnam takes the health and safety of students' activities very seriously. Therefore, clubs are required to comply with occupational health and safety procedures and instructions provided to you by RMIT Vietnam staff, and take all steps necessary to reduce the risk of injury or accidents.

If any accident/incident during practice/tournaments/activities, the President of club or member in charge of the activity must process follow these steps:

Step 1: contact the first aider

❖ *Inside campus*

SGS: SOS clinic (+84-8) 3776 1360 - Room: 10.1.03 or call the nearest security guard

(+84) 3776 1368.

HN: SOS clinic (+84-4) 3726 6099 - Room: 1.1.07 or call the nearest security guard 0942347108.

❖ *Outside campus:*

Contact team representative (RMIT staff) or SAO who support your club in this activity.

Step 2: complete the Accident Report Form

The Clubrepresentative must fill out the [Accident Report Form](#) immediately (for hard copy, please collect the form at REC Reception Counter, building 10), then submit to SAO right after the accident/incident occurs. Student Activities Team will record and work with the Health and Safety Dept to follow up the case.

EMERGENCY CONTACTS

Emergency Contact Numbers – Hanoi Campus

The following telephone numbers are provided in case of emergency:

RMIT Vietnam's Emergency Contacts:

1. Hanoi International SOS Clinic
Room: 1.1.07
Extension No.: 6099
Nurse: 090 2237188
Doctor: 090 2231788

2. Security Hanoi:
Mobile Phone No.: 0942 347108

Local Emergency Contacts:

1. Medical Emergency :115
Police :113
Fire :114

2. Hanoi French Hanoi:
Address: 01 Phuong Mai, Dong Da, Hanoi
Emergency No.: +84 4 3577 1100

International SOS

If you need Medical or Security advice or assistance 24 hours a day, 7 days a week, call: 08 3829 8520

OH&S unit

Extension No: 1434
Mobile Phone No: 0918 284645

Emergency Contact Numbers – SGS Campus

The following telephone numbers are provided in case of emergency:

RMIT Vietnam's Emergency Contacts:

1. **SGS International SOS Clinic**
Sport & Rec. Complex Building
Extension No.: 1360
(From Mobile Phone: 08 3776 1360)
2. **Security Office:**
The Ground Floor of Beanland Building
Extension No.: 1368
(From Mobile Phone: 08 3776 1368)

Local Emergency Contacts:

1. **Medical Emergency** :115
Police :113
Fire :114
2. **Franco Vietnam Hospital:**
Address: 06 Nguyen Luong Bang, District
7, HCMC
Emergency Contact No.: +84 8 5411 3333

International SOS

If you need Medical or Security advice or assistance 24 hours a day, 7 days a week, call: 08 3829 8520

OH&S unit - Compliance

Extension No: 1434
Mobile Phone No: 0918 284645

16 MISCONDUCT

16.1 MEMBER CONDUCT

RMIT Vietnam Club members will behave in an appropriate manner at all times. Members bringing disrepute to RMIT Vietnam will be disciplined appropriately.

16.2 REVIEW AND DISPUTE RESOLUTION

Clubs review process will be performed by the Student Activities Manager, Student Life Senior Manager and Vice President, Academic at the beginning of semester 1 of the academic calendar each year. A critical review meeting with each club is required by SSD if necessary. Based on this review, disciplinary action may be carried out if necessary (e.g. if non compliance with the RMIT Vietnam Clubs Rules & Regulations and bylaws, its own club Charter, as well as SLD policies, procedures & guidelines are reported).

A dispute related to student clubs which may arise between a club member and the Club Management Board, or the Club Management Board and the SAO will be referred initially to the Student Activities Manager. If dissatisfaction with the decision of Student Activities Manager still exists following a review the matter shall be referred to the Senior Manager, Student Life or the Vice President, Academic.

16.3 DISCIPLINARY ACTION

Grounds for disciplinary action may include one or more of the following:

- Non attendance at a Student Club Committee meeting without prior apology.
- Non-compliance with the RMIT Vietnam Clubs Rules & Regulations and its related bylaws, its own club Charter, as well as RMIT Vietnam policies, procedures and guidelines.
- Failure to account for monies received or expended. Mis-use the club fund.
- Abuse of facilities or equipment.
- Lease RMIT facilities or equipment to external stakeholders without RMIT authorized department approval.
- Fraudulent or illegal activities.
- Deliberately damage facilities and equipment which cannot be repaired and compensated.

Disciplinary Action can be taken against any club at the discretion of the Student Activities Manager. This action shall be one of the following:

- Withholding of club support and future grants or suspension of the club budget allocation
- Disaffiliation of the club from RMIT Vietnam.
- Other actions deemed appropriate by the Student Activities Manager and/or Senior Manager, Student Life.

17 SUPPORTING DOCUMENTS

All supporting documents will be updated and found on the [RMIT intranet](#) soon, or by emailing Student.life@rmit.edu.vn or student.lifeHN@rmit.edu.vn.