

Hanoi, May 04, 2020

**DECISION**

**On the promulgation of the regulation on support and management of student clubs of  
Hanoi University of Science and Technology**

**PRESIDENT OF HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Pursuant to the Law on Higher Education; Law on amendments and supplements to a number of articles of the Law on Higher Education No. 34/2018/QH14;

Pursuant to Decision No. 1924/QĐ-TTg dated October 6, 2016 of the Prime Minister on the approval of a pilot project to reform the operation mechanism of the Hanoi University of Science and Technology,

Pursuant to the Statute on Organization and Operation of Hanoi University of Science and Technology issued by the University Council in Document No. 09/VBHN-HĐTĐHBK dated December 30, 2019;

At the request of the Head of Student Affairs Office,

**DECIDES:**

**Article 1.** To promulgate the “*Regulation on management of student clubs of Hanoi University of Science and Technology*” together with this Decision.

**Article 2.** This regulation takes effect on the date of its signing. All previous regulations related to the management of student clubs of Hanoi University of Science and Technology which are contrary to this regulation are annulled.

**Article 3.** Head of Student Affairs Office, Heads of relevant units and individuals are responsible for the implementation of this Decision./.

**Recipients:**

- As Article 3;
- Archives at Administrative office, Student Affairs Office

**PP. PRESIDENT**

**VICE PRESIDENT**

*(Signed and sealed)*

**Assoc. Prof. Huynh Quyet Thang**

## REGULATION

### **on management of student clubs of Hanoi University of Science and Technology**

*(Issued together with the decision No. 580/QĐ-ĐHKB dated May 04, 2020 of the President of Hanoi University of Science and Technology)*

## Chapter I

### GENERAL REGULATION

#### **Article 1. Scope of regulation and subjects of application**

1. This Regulation specifies the management of student club activities of Hanoi University of Science and Technology, including: purposes, requirements, operating principles; conditions and procedures for the establishment, merger and dissolution of the club; functions, tasks and responsibilities of the club and related units; duties and interests of members; financial problem.

2. This provision applies to;

- a) All student clubs of Hanoi University of Science and Technology;
- b) Units and organizations that directly manage student clubs;
- c) Relevant units and organizations;
- d) Members of student clubs.

#### **Article 2. Definitions**

1. Student clubs (hereinafter referred to as Clubs) are student organizations established on a voluntary basis, voluntarily participating in activities of members who have similar talents, interests, purposes and ideas under the comprehensive management of the Party Committee and the Board of Directors of Hanoi University of Science and Technology.

2. Hanoi University of Science and Technology is abbreviated as The University or HUST; Student Affairs Office is abbreviated as SA Office.

3. Sponsor is a unit or organization under Hanoi University of Science and Technology that proposes to establish a club, capable of covering the club's activities. According to this regulation, the Sponsor of the club can be the Training Institute, the Youth Union or the Student Union of the University.

4. The campaign board is the first group of members to come up with the idea of creating a club.

5. The Interim Board of Directors is a group of people elected by the Campaign Board to represent the Club, make plans, establish goals, principles and regulations of the club.

6. Members are students, trainees, and officers of Hanoi University of Science and Technology who are interested in the activities of the club, agree to the rules and voluntarily join the club and satisfy the conditions specified in the regulations of Clubs will be considered for admission and becoming members. Other individuals with good reputation and active contributions to the Club are considered for admission as extended members or advisors of the Club.

#### **Article 3. Purpose, requirements and principles**

1. Purpose: To facilitate students to practice and develop their interests, talents, and professional skills in reality.

2. Operational requirements:

- a) In accordance with the students' abilities and aspirations;
- b) Consistent with the University's operational orientation and practice;
- c) Do not negatively affect the general work of the University as well as the life and activities of students, officers and employees;
- d) Attract students to participate, perform well the task of building a comprehensive training and educational environment for students.

3. Principles of operation: The club operates on a voluntary basis, in compliance with the laws of the State and the regulations and rules of the University.

#### **Article 4. Conditions and procedures for club establishment and recognition**

1. Conditions for establishment:

- a) Establishment project shall conform to the Regulations on the support and management of the Club activities of Hanoi University of Science and Technology;
- b) Approved by the Management Board or authorized to the Head of Student Affairs Office for approval
- c) There are 50 or more students wishing to join the club.

2. Establishment procedures:

- a) Set up a Campaign Board;
- b) The campaign board develops club establishment project (form 1), draft operating regulations (form 02), list of Interim board of directors, members who wish to join the club and Dispatch requesting the establishment of a club to the sponsor.
- c) If the sponsor agrees with the project, it will be submitted to the Board of Directors (through the Student Affairs Office);
- d) Based on the project and specific conditions, the Board of Directors considers making a decision or authorizes the Head of the Student Affairs Office to consider and issue an approval decision.

3. Regulations on merger and dissolution:

The Board of Directors authorizes the Student Affairs Office to issue a decision on merger and dissolution of the club based on the proposal of the sponsor and the opinions of the majority of the club's members.

#### **Article 5. Types of activities**

1. Arts and culture clubs: Literature, cinema, music, dance, modern dance, fine art, photography, fashion, drama, etc.
2. Sport Clubs: football, table tennis, volleyball, basketball, badminton, martial arts, shuttlecock, chess, etc.
3. Skill clubs: Union - Association working skills, communication skills, soft skills...
4. Academic clubs: Professional exchange, scientific research, creative entrepreneurship
5. Volunteer clubs for the community.

## **Chapter II**

### **FUNCTIONS, TASKS AND RESPONSIBILITIES**

#### **Article 6. Functions and duties of the clubs**

1. Gather students, staff of the University and expanding subjects who wish to participate in club activities according to the approved purposes and principles.
2. Create an operating environment through which members have the opportunity to enhance their all-round development.
3. Actively support members in learning, researching, disseminating and updating knowledge, promoting creativity and social activity.

#### **Article 7. Responsibilities of the clubs**

1. Comply with the University's general regulations on movement, culture, meetings, information and foreign affairs activities.
2. Gather members to actively participate, introduce and nominate typical individuals to participate in the common activities of the University.
3. Operates in compliance with the regulations and rules of the School, as well as state laws.
4. Regularly exchange and report on activities with the sponsoring unit.
5. Report summarizing activities to the Student Affairs Office upon request.

#### **Article 8. Responsibilities of units and organizations in the University**

1. The sponsors shall be responsible for managing the activities of the club sponsored by them; regularly inspect and supervise activities of the club; have the policy to encourage reputable officials or individuals to participate in the operation of the club; plan to develop the club and report, statistical information on the club's activities when required by the University.
2. The Student Affairs Office is the permanent unit responsible for gathering the aspirations to use the University's facilities and other resources to serve the club's activities; advise the Board of Directors to resolve issues related to the activities of clubs in the University; propagandize and orient the activities of the clubs to ensure the correctness of the University's ideology, guidelines and goals.
3. Schools, Faculties and Departments facilitate and support resources within their capacity to clubs. efficient individuals; At the same time, it is responsible for encouraging staff, lecturers and students of their units to actively participate in the development of the University's clubs.
4. All units and organizations in the University are responsible for supporting the activities of the clubs at the request of the Board of Directors

## **Chapter III**

### **MEMBERSHIP**

#### **Article 9. Members**

1. To be considered for admission and become members, students or officers of the University have to be interested in the activities of the club; agree to the operation regulations and voluntarily join the clubs; and satisfy all the conditions as prescribed by the clubs.
2. Other individuals with good reputation and active contributions to the clubs are considered for admission as extended members, or club advisors. The number of extended members does not exceed 20% of the total number of club members.

#### **Article 10. Duties of members**

1. Respect and abide by the club's regulations, maintain membership status
2. Actively participate in the club's activities, perform the club's duties as assigned by the Club's Board of Directors.
3. Carry out propaganda work with a view to enhancing the reputation and expand the influence of the club.
4. Introduce and develop new members.
5. Pay the membership fee in full and on time as prescribed.

**Article 11. Benefits of members**

1. Be allowed to participate in club activities.
2. Be allowed to propose legitimate aspirations and opinions; supported and facilitated in the process of participating in club activities.
3. Be recommended to praise and reward when making positive and excellent contributions to the club's activities.

**Article 12. Withdrawal or deletion of a member's name**

1. A member who wants to discontinue club activities shall write an application and send it to the Club's Board of Directors.
2. If a member does not participate in activities and does not pay membership fees, the Board of Directors will consider deleting that member's name from the list of members.

## **Chapter IV**

### **PRINCIPLES AND ORGANIZATIONAL STRUCTURE**

**Article 13. Operational principles**

The club operates on the principle of voluntariness, democratic consultation, and compliance with the laws and regulations and rules of the University.

1. All members join the club on a voluntary basis.
2. Be discussed, consulted and voted by show of hands when deciding on contents, action plans and when electing a new Board of Directors.
3. Club decisions are approved with the consent of more than 50% of the members present.
4. The members are responsible for proposing, discussing, agreeing and coordinating to organize the implementation of the club's program of activities.

**Article 14. Organizational structure and tasks of the Board of Directors**

1. The Board of Directors of the club is elected by the general meeting of club members.
2. The sponsor shall issue a decision to approve or dismiss the Board of Directors.
3. The Board of Directors is responsible for and organizes all activities of the club, sets out the direction of activities to achieve the goals and tasks of the club.
4. The term of office of the Board of Directors is one (01) year. At the end of the term, the club's members' meeting shall be held to summarize the activities of the last term, set the direction of the next term's activities and re-elect positions in the Board of Directors.
5. During the operation, when more than two-thirds of the club's members request to be re-elected for a position in the Board of Directors, a conference may be held.
6. Members of Board of Directors are elected by members of the club and must be agreed by at least 50% of the club members.
7. Number of members of the Board of Directors:

a) The club has less than 100 members: The club's Board of Directors has three (03) members, including the Chairman, 01 Vice Chairman and 01 member. There should be 01 officer of the sponsor appointed to join the Club's Board of Directors;

b) The club has from 100 to 200 members: The Board of Directors of the club has from 3 to 5 members, including the Chairman, 01-02 Vice Chairperson (s) and members. There must be 01 officer of the sponsor appointed to join the Club's Board of Directors;

c) The club has from 200 to 300 members: The Board of Directors has from 5 to 9 members, including the Chairman, 02 Vice Chairpersons and members. There must be 01 officer of the sponsor appointed to join the Club's Board of Directors;

d) In special cases, the number of club members may be higher according to the decision of the Board of Directors after consulting and with the consent of the sponsor and the Student Affairs Office.

8. The structure of the Club's Board of Directors includes:

a) The Chairman is responsible for all activities of the club, planning the operation direction, the club management model, making periodical reports to the sponsor and the Student Affairs Office;

b) The Vice Chairman is responsible for organizing movement activities, assisting the Chairman in human resource management and organizing club events;

c) Member in charge of administrative and financial matters, in charge of sub-committees as assigned by the Club's Board of Directors

9. The Club's Board of Directors shall specify the duties of each member.

10. Responsibilities of the Board of Directors

a) Take full responsibility for the club's members and activities before the sponsoring unit. School and law;

b) Plan and organize activities for the club;

c) Report monthly, quarterly and annual activities as prescribed;

d) Represent the club in external affairs and in proposing ideas and wishes of members to superiors;

e) Hold the meeting on time;

f) Strictly comply with regulations on support and management of the University's club.

## **Chapter V**

### **FINANCE**

#### **Article 15. Membership fees**

Depending on the actual situation, the club's board of directors is entitled to determine the level of membership fee according to the operating regulations and annual operation plan.

#### **Article 16. Club funding**

1. Funds for the club's activities are taken from the following sources:

a) Membership fees are paid by members;

b) Funds supported by the school according to each approved specific activity;

c) Sponsored by organizations and individuals;

d) Other lawful sources of income from the club's activities.

2. Club expenses:

a) Spending on club activities;

b) Commendation to individuals and collectives with outstanding achievements;

c) Facilities and stationery for the club's activities.

3. The sponsor is responsible for supporting the club in carrying out the financial procedures as prescribed and has the right to receive the club's financial statements from time to time as agreed between the sponsor and the club.

## **Chapter VI IMPLEMENTATION PROVISIONS**

### **Article 17. Implementation organization**

1. The Student Affairs Office is responsible for guiding and supervising the implementation of this Regulation; propose to the Board of Directors amendments and adjustments to suit actual conditions when necessary.

2. Amendments and supplements to this Regulation shall be decided by the President.

### **Article 18. Validity**

This regulation takes effect on the date of its signing. The previous provisions contrary to this Regulation shall be invalid./.

**PP. PRESIDENT  
VICE PRESIDENT  
(signed and sealed)  
Assoc. Prof. Huynh Quyet Thang**