

# Rules and Regulations for the After School Science Club

## 1. Membership Requirements

- All members must be enrolled in a primary or secondary school (Grades 4-11, grade 12 is optional).
- Members must complete a membership form and abide by club constitution.
- Active participation in at least a majority of club meetings and activities is required.

## 2. Code of Conduct

- Respectful behaviour must be maintained at all times.
- Members must respect the club leaders, mentors, invited guests, and fellow club members.
- Discrimination, bullying, or any form of harassment will not be tolerated.

## 3. Attendance and Punctuality

- Members are expected to attend meetings regularly and be on time.
- Absences should be communicated in advance to the club committee when possible.

## 4. Participation in Activities

- Active engagement in all planned activities, experiments, and projects is expected from all members.
- Members must collaborate and work as a team on group tasks and projects.

## 5. Safety Compliance

- Members must follow all safety protocols during experiments and activities.
- Proper use of equipment and materials is mandatory to prevent accidents and injuries.
- Any incidents, potential hazards, or safety concerns must be reported immediately to club leaders.

## 6. Use of Club Equipment and Resources

- Club equipment must be used responsibly and returned after each session.
- Misuse or intentional damage to club resources will result in disciplinary action.

## 7. Club Communication

- Members are required to stay informed through established communication channels (e.g., WhatsApp group, emails).
- Important updates, event details, and announcements will be communicated via these channels.

## **8. Committee Roles and Responsibilities**

- Club leaders, including the Chairperson, Deputy Chairperson, Secretary, and Communication Officer, must fulfill their designated duties and be role models for other members.
- Committee members are expected to work together to ensure effective club operations and activity planning.

## **9. Meeting Etiquette**

- Members must remain attentive and contribute meaningfully during meetings.
- Distracting behaviour, such as using mobile devices for non-club purposes, is discouraged.

## **10. Club Constitution and Decision-Making**

- All members should familiarise themselves with the club's constitution, which outlines operational guidelines.
- Major decisions, including changes to the constitution or major projects, require a vote among members.

## **11. Conflict Resolution**

- Disputes among members should be handled respectfully and resolved through discussion with the club committee or mentor mediation.
- Persistent issues may result in disciplinary action as outlined in the club's constitution.

## **12. Community Involvement and External Engagements**

- Members are encouraged to participate in community outreach and collaborate with other clubs or organisations.
- External partnerships and event participation should align with the club's objectives and goals.

## **13. Feedback and Continuous Improvement**

- Members are encouraged to provide feedback on club activities and suggest improvements.
- Constructive criticism should be shared respectfully and thoughtfully.

## **14. Adherence to School and Legal Regulations**

- The club must operate in compliance with school policies and any relevant local or national regulations.
- Unauthorised activities that violate school or public rules will not be permitted.