3. ESTABLISHMENT OF STUDENT ORGANISATION

3.1 Introduction

Students **MAY** set up student organisation that can help them to achieve the following objectives:

1. To develop soft skills;
2. To develop talent in specific areas;
3. To inculcate the spirit of volunteerism;
4. To practice leadership skills;
5. To help in the welfare and needs of students;
6. To organise activities that reflect the ability and strength of the club, and vision and identity of the University and its students; and
7. To cultivate the tradition of knowledge and inculcate the preservation of good values.

3.2 Flow Chart - Establishment of Student Organisation

3.2.1 Approval from Central level

```
                                    Start

                                    Submission of proposal to Secretariat of
                                    Student Programme Approval Committee
                                    (SPAC) 1 month before the Student Affairs
                                    Committee (SAC) Meeting

                                    Officer in-charge/Advisor present the
                                    proposal in the SPAC Meeting

                Yes

                        Approved        No

                Yes

                        Endorsement     No

Officer in-charge notify the SAC                          Proposal returned to the
Meeting for endorsement                                   officer in-charge/student

Secretariat of SPAC process the
documentation of the club
(Certificate, Endorsement Letter etc.)

Student collect the documentation

Club Established

End Process
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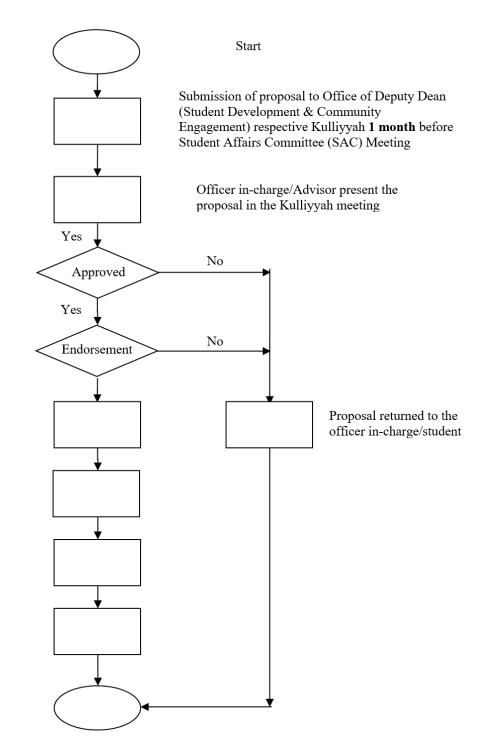
3.2.2 Approval from Kulliyyah level

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                              ○  Start
                              │
                              ▼
                    ┌──────────────┐   Submission of proposal to Office of Deputy Dean
                    │              │   (Student Development & Community
                    │              │   Engagement) respective Kulliyyah **1 month** before
                    └──────────────┘   Student Affairs Committee (SAC) Meeting
                              │
                              ▼
                    ┌──────────────┐   Officer in-charge/Advisor present the
                    │              │   proposal in the Kulliyyah meeting
                    └──────────────┘
              Yes           │
                            ▼
                         ◇ Approved ◇ ──── No ──────────┐
                            │                           │
              Yes           ▼                           │
                      ◇ Endorsement ◇ ──── No ──────────┤
                            │                           │
                            ▼                           ▼
Deputy Dean SDCE of respective   ┌──────────┐   ┌──────────┐  Proposal returned to the
Kulliyyah notify the SAC Meeting │          │   │          │  officer in-charge/student
for endorsement                  └──────────┘   └──────────┘
                                      │
Secretariat of SPAC process the  ┌──────────┐
documentation of the club        │          │
(Certificate, Endorsement        └──────────┘
Letter etc.)                          │
                                      ▼
Student collect the documentation┌──────────┐
                                 │          │
                                 └──────────┘
                                      │
                                      ▼
Club Established                 ┌──────────┐
                                 │          │
                                 └──────────┘
                                      │
                                      ▼
End Process                          ○ ◄──────────────────┘
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3.4. Organisational Structure

3.4.1.   Every student organisation must has at least the following office bearers:

1. President;
2. Vice President;
3. Secretary; and
4. Treasurer

3.4.2.   The president and secretary shall attend the management course for student leaders organised by STADD or other relevant authority.

3.5. Annual General Meeting (AGM)

3.5.1.   Each student organisation shall conduct its AGM before the end of the 1^{st} Semester of an academic year or as announced by the STADD. The AGM may be deferred to a later date with prior written approval from relevant authority.

3.5.2.   However, for Kulliyyah and Department-based societies/ associations, the quorum is double the number of office bearer or one fifth (1/5) of the members of the societies/ associations, whichever is lesser.

3.5.3.   Only students with CGPA 2.5 or above are qualified to be elected and appointed as the office bearers of a student organisation.

3.6. Extraordinary General Meeting (EGM)

It is a meeting of members of the office bearers. EGMs are called where an issue arises which requires the input of the entire membership as recommended by STADD.

3.7. Codes of Ethics

IIUM students are expected to be well-mannered following the rules and regulations of IIUM.

3.8. Media Statement

Students are **NOT ALLOWED** to make any media and press statements without prior approval from the Deputy Rector (SA). OIC shall advice the student organisation for any statements to be made in the media.

3.9. Suspension and Dissolution of a Student Organisation

Club or societies which are inactive for *one (1) year* **OR** fail to submit AGM report to the relevant approving authority will be automatically dissolved.

3.10. Advisor for Student Organisation

Each student organisation should have an advisor to advise, monitor and supervise the student bodies activities. All advisors are appointed by the Deputy Rector (SA). The following guidelines apply in the appointment of advisors:

1. The Deputy Deans (Student Affairs) are the advisors for the respective Kulliyyah/Department Based Societies, or any other personnel as appointed by the Dean of the kulliyyah.
2. The Mahallah Principals are the advisors for the respective mahallat.
3. For central student organisation, the advisors can be appointed among IIUM academic or administrative officer.
4. Advisors are required to monitor and advise based on the IIUM code of ethics and STADD guideline the students on the programme as well as the running of the student organisation.
5. His/her signature and recommendation is needed before it is submitted to the relevant authority.
6. Advisors should be kept up-to-date and constantly informed on the progress of the student organisation.
7. Advisors should understand and adhere to all the Islamic rulings including aqidah, ibadah (solat)and akhlaq (i.e ikhtilat)

3.11. Roles of the Advisor

Every student organisation must have an advisor appointed by the Deputy Rector (SA). The advisor must have the following criteria:

1. Guiding the students to always instill the element of Islamization in line with University mission and vision
2. Ready to guide the students on the University's policies and procedures that govern student activities (IIUM Constitution, Standing Order, Student Disciplinary Rules);
3. Help the students to adhere to regulations;
4. Willing to help in the planning of activities; and
5. Able to coach the students to achieve the student organisation' objectives.
6. To guide and ensure content of the progamme is Shariah compliant
7. To ensure students adhere to all Islamic rulings from the preparation of the event to the actual programme.

3.12. Appointment Letter of Advisor

1. Appointment letter of the club advisors would be issued and signed by the Deputy Rector (Student Affairs).
2. The term of appointment is for duration of 2 years.

3.13. Filing System

1. Each student organisation should create one official file and file all documents properly.

2. The file should be kept at the office of the relevant OIC. The committee **SHOULD** keep separate files containing photocopies of documents. Among the contents of the file are:

    1. Constitution of the student organisation;

    2. List of office bearers and members;

    3. Calendar;

    4. Annual Reports; and

    5. Copies of outgoing and incoming letters.

3. The file must have the following information:

    1. Name;

    2. Reference number;

    3. Date it was created;

    4. File minutes: to have columns for Number, Particulars, Sender and Date; and

    5. Official documents.

3.14. Financial Record System

The treasurer of a student organisation should keep and update the financial record of the student body. The file should be checked by the OIC to ensure the good management of cash by the student organisation.

3.15. Planning for Activities & Almanac

1. All student organisation should plan their activities and programmes annually. The planning of activities should be carried out after the AGM with the help of the advisor. The contents of the programme should consider the following elements:
   1. Nature of the student organisation;
   2. Functions of the student organisation;
   3. Objectives of the student organisation;
   4. Capability of the members;
   5. Availability of budget;
   6. Availability of Facilities; and
   7. Avoid impermissible/moratorium dates of the University.

2. The activities must aim to develop the following soft skills among the members of the student organisation:
   1. Communication skills;
   2. Critical thinking and problem solving skills;
   3. Team building skills;
   4. Long-life learning;
   5. Entrepreneurship skills;
   6. Professional and moral ethics skills; and/or
   7. Leadership skills Professional and moral ethics.

3. The activities should follow the constitution of student organisation as well as the University's Academic Calendar.
4. Almanac Calendar

1. An almanac must consist of names of the programmes, proposed dates and estimated budget for one academic year.

2. It is recommended for a table to be drawn so that it is easy for the relevant authorities to refer to and plan for the overall activities of the students. The almanac must be submitted to the relevant authorities before the second week of Semester 2. **NO** programme should be conducted before the almanac is submitted to the authorities.

3.16. Student organisation's Profile

A student organisation's profile is a document that describes the details of the student organisation. The student organisation should review and renew the profile every year. The profile is useful when the club receive visitors from other universities and during promotional drives to get new members.

Contents of a student organisation profile:

1. Introduction and background of the student organisation;
2. Mission;
3. Vision;
4. Objectives;
5. Nature;
6. Activities;
7. Modules;
8. Achievements;
9. Organizational chart;
10. Network;
11. Number of active members; and
12. Testimonials.

3.17 Student organisation's Bulletin

1. All bulletins or newsletters produced by a student organisation can only be published and distributed after being approved by the approving authority.
2. The advisor or OIC should be consulted for advice on the contents of the bulletin. Students are advised to check the grammar with the Centre for Language and Pre-University Academic Development (CELPAD).
3. To publish the bulletin/newsletter, prepare a proposal and fill the Student Program Form and submit them to the approving authority. The contents of a bulletin must:
    1. Reflect the good image of the University and students; and
    2. Follow the IIUM Students' Code of Ethics.

3.18 Brochures and Student Organisation's Website

1. Student organisation brochures are summarised information about the student organisation concerned. All central student organisation should have brochures to promote their activities. The contents of the brochure must be checked and approved by the OIC.

2. Basic contents of the brochure may include:

   1. Student organisation's logo;
   2. Introduction of the student organisation;
   3. Mission;
   4. Vision;
   5. Objectives;
   6. Nature;
   7. Activities;
   8. Organisational chart;
   9. Office address & contact number; and
   10. Pictures

3. Student organisation may create official websites to promote their activities. All websites of the central student organisation must be approved by the relevant authorities. The Kulliyyah Based Societies, associations and MRC should get approval from the office of the respective Deputy Dean of student affairs or Mahallah Principal who are responsible to monitor the contents of the websites.

4. Procedures in creating websites are as follows: -

   1. A form (available at the respective office) must be filled in.
   2. The recommendation of the OIC of the unit concerned must be obtained.
   3. The layout and contents of the website must be shown to the web administrator

at the respective supervising authority for approval.

4. A web representative must be appointed in order to access the student organisation's accounts.

5. The student organisation's representative is responsible for providing information and maintaining the contents of the website.

6. All web pages must adhere to the University policies and guidelines. The OIC of the student organisation is responsible for monitoring the content of student organisation's website and has the right to remove anything in violation of the said policies and guidelines.

7. Basic contents of a website include: -

   - Introduction and background of the student organisation;
   - Mission;
   - Vision;
   - Objectives;
   - Nature;
   - Activities;
   - Achievements;
   - Organisational chart;
   - Network;
   - Number of active members;
   - Club ethics; and
   - Testimonials