



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْبَرَسِيْتِي اِسْلَامَرُ اِنْتَارَا اِبْعَسِيَا مِلِيْسِيَا



ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES STUDENTS' SOCIETY
(IRKHSS)

CONSTITUTION

ISLAMIC REVEALED KNOWLEDGE & HUMAN SCIENCES
STUDENTS' SOCIETY
(IRKHSS)

KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE AND HUMAN SCIENCES
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA



CONSTITUTION
IRKHS STUDENTS' SOCIETY

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(IRKHSSS)

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STUDENTS' SOCIETY (IRKHSSS)

PART 1: INTRODUCTION

1.1. Name:

The society shall be known as the IRKHS Students' Society or acronym as "IRKHSSS".

1.2. Address:

Deputy Dean Student Affairs,
Kulliyah of Islamic Revealed Knowledge and Human Sciences,
International Islamic University Malaysia,
Jalan Gombak,
53100 Gombak, Kuala Lumpur,
Malaysia

1.3. Logo:



1.4. Marginal Notes:

In this constitution, the Marginal Notes are for the convenience of reference only and are not intended to affect the construction of the articles of this constitution.

1.5. Definition and Interpretation:

- a) In this constitution, unless the context otherwise requires, the following word shall have the following meaning: -
- "University" means the International Islamic University of Malaysia;
 - "Rector" means the Rector of International Islamic University of Malaysia;

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- “Kulliyyah” means the Kulliyyah of Islamic Revealed Knowledge and Human Sciences;
 - “Dean” means the Dean of Kulliyyah of Islamic Revealed Knowledge and Human Sciences;
 - “DDSA” means Deputy Dean Student Affairs, KIRKHS that is entrusted in supervising student activities and act as advisor;
 - “SRC” means the Students’ Representative Council, IIUM;
 - “Society” means the IRKHS Students’ Society;
 - “BOD” means Board of Directors to whom the management of its affairs is entrusted;
 - “Mainboard” means the governing body of society to whom the top management of its affairs is entrusted;
 - “Council” means the Executive Committees of IRKHSSS;
 - “Constitution” means the Constitution of IRKHS Students’ Society;
 - “AGM” means the Annual Grand Meeting;
 - “EGM” means the Extraordinary General Meeting;
 - “Secretariat” means the student body of each department under IRKHSSS (PSYCSTA, ELITS, COSA, SOCASA, ISRAK, ALA, HISTFORIUM, POSSA);
 - “Chairperson” means the head of the secretariat;
- a) In this constitution, words importing any gender include all genders and reference to the singular include plural and vice versa.
- b) References to this constitution or any other document include the document as modified, amended or suspended in the manner specified therein.

1.6. Vision:

“Integration towards Perfection”

1.7. Mission:

- a) IRKHS Students’ Society acts as federal and central authority governing the secretariats;
- b) To foster the bond of unity and integrate the students of Revealed Knowledge and Human Sciences students under one banner of the Kulliyyah; and
- c) To organise centralized and Kulliyyah level programmes which beneficial for IRKHS students in accordance with Islamic and ethical values.

1.8. Activities:

- a) Centralized program i.e. Kulliyyah Briefing, IRKHS Festival, Inter-Kulliyyah Sport Festival;
- b) Seminar / Talk / Convention on Integration of Revealed Knowledge and Human Sciences; and
- c) Any other activities deemed necessary in fulfilling the objective of the society from time to time i.e. Courtesy Visit.

PART 2: ORGANIZATION OF SOCIETY

2.1 Advisor:

An advisor for the society shall be the Deputy Dean of Student Affairs (DDSA) of the Kulliyah.

2.1.1 Roles of Advisor:

An Advisor shall:

- Give advice to ensure that the activity under taken by the members of the society is in line with this constitution and not in contravention of the rules of the University;
- Liaise, discuss and keep in constant communication with the Program Manager in charge of the activity;
- Peruse all working papers and if necessary, give recommendation and comments before program approval;
- If necessary be appointed as the accompanying officer for any activity and if for any reason he is unable to attend, he may suggest another officer to be the accompanying officer; and
- Advise the IRKHSSS Board of Directors to produce its yearly list of tentative activities/almanac.

2.2 IRKHSSS Board of Directors:

2.2.1 Duties and Authorities:

The IRKHSSS Board of Directors shall represent the society in all dealings and transaction with third party, with power to direct and supervise the activities of the society and shall exercise all necessary powers to ensure full and proper administration of the affairs of the society.

The society shall be managed and administered by IRKHS Board of Directors consisting of:

- The President
- Vice President 1
- Vice President 2
- Secretary General & Assistant Secretary General
- Honorary Treasurer & Assistant Honorary Treasurer

- 8 IRKHS Students' Society Councils
 - o Spiritual & Islamisation
 - o Student Affairs
 - o Information & Publication
 - o Culture, Sports and Recreation
 - o Intellectual & Academic
 - o Public Relation
 - o Entrepreneurship
 - o International Affairs

- 8 Secretariats
 - o Psychology Student's Association (PSYCSTA)
 - o Secretariat of Sociology and Anthropology (SOCASA)
 - o Political Sciences Student's Association (POSSA)
 - o History Student's Association (HISTFORIUM)
 - o Communication and Student's Association (COSA)
 - o Islamic Revealed Knowledge Student's Society (ISRAK)
 - o Secretariat of English Language and Literature (ELITS)
 - o Secretariat of Arabic Language and Literature (ALA)

2.2.2 Roles of President:

The President shall:

- Act as Head of the IRKHS Students' Society;
- Chair all the meetings of the IRKHS Students' Society;
- Have the power to call for meetings of IRKHS Students' Society and to direct a subcommittee to hold its meeting;
- Be responsible to ensure that the activities of the society are in conformity with the Vision and Mission of the University;
- Endorse public statements, press releases, or hold press conference on behalf of the society provided that has received prior approval from the Deputy Rector (if any);
- Delegate responsibilities to other committee members of either the Executive Committees or subcommittees, as the case may be, from time to time; and
- Be responsible to ensure that the necessary procedures, rules, and regulations set by DDSA, Kulliyyah, and the university authority is adhered to and followed diligently, which includes but not limited to during the request for approval of activities to be carried out by the society and that all activities of the society are in conformity with Islamic teachings.

2.2.3 Roles of Vice President 1 & 2:

The Vice Presidents shall:

- Assist the president in performing his/her duties efficiently;
- Represent the president and act as the Chairman of the society meetings in the absence of the president;
- Be responsible in ensuring the day-to-day running of the society is smooth and efficient; and
- Take charge of either internal and external matters (divided accordingly).

2.2.4 Roles of Secretary General & Assistant Secretary General:

The Secretary General shall:

- Be responsible for all general administrative matters;
- Prepare and keep minutes of all BOD meetings held, list of the members and other relevant records;
- Keep record of all activities approved by the DDSA, Kulliyyah and/or relevant University authorities and organized by the society;
- Collect proposals from all secretariats for the working tenure;
- Follow up with the program manager of the respective activity to ensure that activity report is up-to-date and submitted to the relevant authorities within two (2) weeks after such activities are held;

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- Prepare and present reports of all activities organized by the society during the Annual Grand Meeting; and
- Represent the society, together with the President, in all dealings with the University and other bodies.

2.2.5 Roles of the Honorary Treasurer & Assistant Honorary Treasurer:

The Honorary Treasurer shall:

- Be responsible to handle all financial matters of the society;
- Ensure that all money and budget received and spent by the society, including the manner in which such receipt and expenditure takes place are meticulously and fully recorded and kept in proper and accurate accounts;
- Be transparent in reporting accounts of the society;
- Keep records of all budgets, money or checks issued by or through DDSA and/or relevant University authorities to the society;
- Follow-up with the program manager of the respective activity to ensure that the financial report is up to date and submitted to the relevant University authorities within two (2) weeks after such activity is held;
- Prepare and present the yearly financial reports of all activities organized by the society during the Annual Grand Meeting; and
- Adhere to the rules and regulation set by DDSA and/or any other relevant University offices.

2.2.6 Roles of Executive Committee (Council) members:

2.2.6(a) Spiritual and Islamization

- Become a medium between KIRKHS and any third party in any programs regarding spiritual and Islamization;
- Monitor programs related to religious affairs of the society and secretariats to enhance spiritual awareness; and
- Spread awareness on Islamic conduct among IRKHS students.

2.2.6(b) Student Affairs

- Cater all issues involving IRKHS students' welfare;
- Cater to the needs of students with disabilities;
- Act as a channel to voice grievances, recommendations, as well as opinions to the Kulliyah of administration; and
- Come up with the proposed measures on issues pertaining to the welfare of students (e.g. death, accidents, disaster, facilities etc.).

2.2.6(c) Information & Publication

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- Manage and publish any information on behalf of the society;
- Conveys to students regarding any up-to-date academic information and curricular activities;
- Maintain and manage the official social media of the IRKHSS; and
- Be the central publication platform connecting all secretariats.

2.2.6(d) Culture, Sports and Recreation

- Communicate with any third party in any program related to the nature of the council;
- Organize sports and arts program among IRKHS students;
- Plan various sports and outdoor activities for students to lead a healthy life; and
- Open opportunities for students to involve themselves in sport activities.

2.2.6(e) Intellectual and Academic

- Organize programs to enhance the learning experience of the students in the university;
- Liaise with career unit and/or department to facilitate the holistic development of the student via training and exposure;
- Assist students in all matters pertaining to academics (e.g. Pre-registration, Kulliyah briefing) and curriculum; and
- Mediate between students and Deputy Dean of Academic Affairs (DDAA).

2.2.6(f) Public Relations

- Release official statement on issues in relation with IRKHS students;
- Communicate with the public as the representative of the society/secretariat;
- Attend any public address as the spokesperson for the society/ secretariat;
- Promote the society and secretariats through networking; and
- Manage in-bound and out-bound mobility program.

2.2.6(g) Entrepreneur

- Responsible in finding sponsor for club activity;
- Generate income for the society; and
- Administrate One Stop Centre (OSC).

2.2.7(h) International Affairs

- To assist international students' welfare (e.g. VISA); and
- Bridging the gap between local & international students.

2.3 Organization of Secretariat under IRKHSS:

2.3.1 Eight (8) Secretariats of IRKHSS

- Psychology Student's Association (PSYCSTA)
- Secretariat of Sociology and Anthropology (SOCASA)
- Political Sciences Student's Association (POSSA)
- History Student's Association (HISTFORIUM)
- Communication and Student's Association (COSA)
- Islamic Revealed Knowledge Student's Society (ISRAK)
- English Language and Literature Student's Association (ELITS)
- Arabic Language and Literature Association (ALA)

2.3.2 Organization of the Secretariats

- The secretariats are given a certain degree of internal autonomy and are required to manage and conduct programs for the benefit of its constituents. However, the secretariats are required to provide full support and commitment in ensuring that the programs and policies of the IRKHS Students' Society achieve its vision and mission;
- The secretariats have the right to appoint their line-up by any means and unveil during their respective AGM;
- Each secretariat may form their organisational structure as needed but shall consist these six (6) executive committees and/or equivalent in nature:
 - o Spiritual & Islamisation
 - o Student Affairs
 - o Information & Publication
 - o Culture, Sports and Recreation
 - o Intellectual & Academic
 - o Public Relation
- An almanac of the proposed programs from each secretariat shall be submitted at the beginning of the tenure to the President to be peruse.

PART 3: MODE OF APPOINTMENT

3.1 Mode of appointment of IRKHS Students' Society (IRKHSSS) Board of Directors:

- Only IRKHS students who fulfil the qualifications set in this constitution shall be eligible for nomination and appointment to the IRKHS Students' Society;
- The Board of Directors shall hold the tenure for one academic year and shall appoint new Board of Directors in the AGM through election;
- The qualifications are:
 - o Students of good character and observant of the Islamic code of conduct required by the University;
 - o Students, by their leadership qualities, serve as good example to others;
 - o Students who have passed at least one academic year of studies in the University;
 - o Students with CGPA not less than 2.7;
 - o Students, against whom, disciplinary unit notices have never been served;
 - o Students who have never been in any probation;
 - o Students who have never been required to repeat one or more semester; and
 - o Students must possess leadership experience of being a secretariat member in the society.
- The Society may suspend any Board of Directors from his/her position, who is:
 - o Under the investigation of the University Disciplinary Committee with the advice of the DDSA of the Kulliyyah.
 - o Not performing well academically with the advice of DDSA of the Kulliyyah.
- The Society shall remove from its post any Board of Directors who is found guilty and convicted under the Disciplinary Rules of the University resulting in suspension from the University.
- The appointment of Board of Directors is carried out via election.

3.2 Election:

1. Election shall be the official way of appointing members, as endorsed by DDSA.
2. The Society shall be represented and administered by the Board of Directors elected by the members.

3.2.1 Rules and regulations pertaining to IRKHSSS Election:

- Election Commissioner Chairman shall have power to make, amend or repeal rules to regulate the conduct of any IRKHSSS Election.

3.2.2 Date of IRKHSSS Election:

- The Election shall be held within such period not exceeding one (1) academic year from the date of the previous election or at any time with the approval in writing by DDSA.
- Election shall commence after Annual General Meeting.

3.2.3 Nomination:

- Only students who fulfil the qualifications as set out in the Election Commissioner Rules & Regulations shall be eligible for nomination and election to the IRKHSSS.

3.2.4 Biodata:

- Nominates shall declare their biodata in writing prior to the election.

3.2.5 Board of Directors:

- The new Board of Directors shall be formed in accordance with the provisions of clause 3 of point 3.1, one (1) week after the announcement of the election results.
- An announcement of the line-up of the new IRKHSSS shall be made within ten (10) days after the election (*effective by tenure IRKHSSS 18/19*).

3.2.6 Vacancy and by-election:

- The position of Board of Director in the IRKHSSS shall be declared vacant in the event:
 - o A member is declared disqualified due to the fact that he ceases to be a registered student of the university; and
 - o When the position of Board of Director in the IRKHSSS is declared vacant, DDSA & IRKHSSS shall have the power to determine the method of appointment by taking into account the paramount interest of the Kulliyyah under the circumstances.

PART 4: RIGHT & RESPONSIBILITIES

4.1 Membership:

- All full-time students registered of KIRKHS, shall automatically be deemed regular members of IRKHSS.

4.2 Joint Responsibility:

- In the conduct of affairs of the society, the members of the IRKHSS shall exercise prudence and diligence and shall be jointly responsible to the society.

4.3 Signing of Declaration:

(Not applicable)

4.4 Termination of Membership:

The Society shall remove from its membership students:

- a) Who is found guilty and convicted under the Disciplinary Rules of the University or charges of his Kulliyyah.
- b) No member shall withdraw his membership unless he is dismissed, suspended from the University or changes Kulliyyah.

4.5 Right of Members:

Any member shall exercise his right as a member, which includes:

- to participate in the general meetings
- to participate in any activities conducted by the Society
- to vote and be voted as office-bearers of the Society
- to use KIRKHS facilities that DDSA has allocated for the Society
- to comment and suggest constructively towards the Society

4.6 Register of Members:

(Not applicable)

PART 5: GENERAL MEETING

5.1 General Meeting

- Board of Directors must attend all IRKHSSS meetings and if fail to comply said party will be penalized (if any);
- Chairperson and/or representative of all eight (8) Secretariats must attend meeting with IRKHSSS and/or DDSA as notified by General Secretary; and
- Board of Directors and all eight (8) Secretariats shall comply to the Secretarial Policy.

5.2 Extraordinary General Meeting

5.2.1 Extraordinary General Meeting:

- An Extraordinary General Meeting may be considered when an issue arises which requires the input of the entire membership and is too serious or urgent to wait until the next AGM.
- Any Board of Directors may on his own motion and shall on a requisition signed by all eight (8) Secretariat Chairpersons.

5.2.2 Quorum at Extraordinary General Meeting:

- The quorum necessary to conduct extraordinary general meeting shall be 8 Secretariat Chairpersons and/or representatives from the Secretariats

5.3 Annual General Meeting

5.3.1. Annual General Meeting (AGM):

- The society shall hold its Annual General Meeting not later than the month of November of every year. The Annual Grand Meeting may be deferred to a later date with prior written approval from DDSA KIRKHS. Every member by himself has the right to attend and endorse.

5.3.2 Functions of Annual Grand Meeting:

The functions of the Annual Grand Meeting are:

- To present programs report – in parallel with financial report transparently;
- To consider and confirm the minutes of the last Annual General Meeting and of any other intervening general meeting;

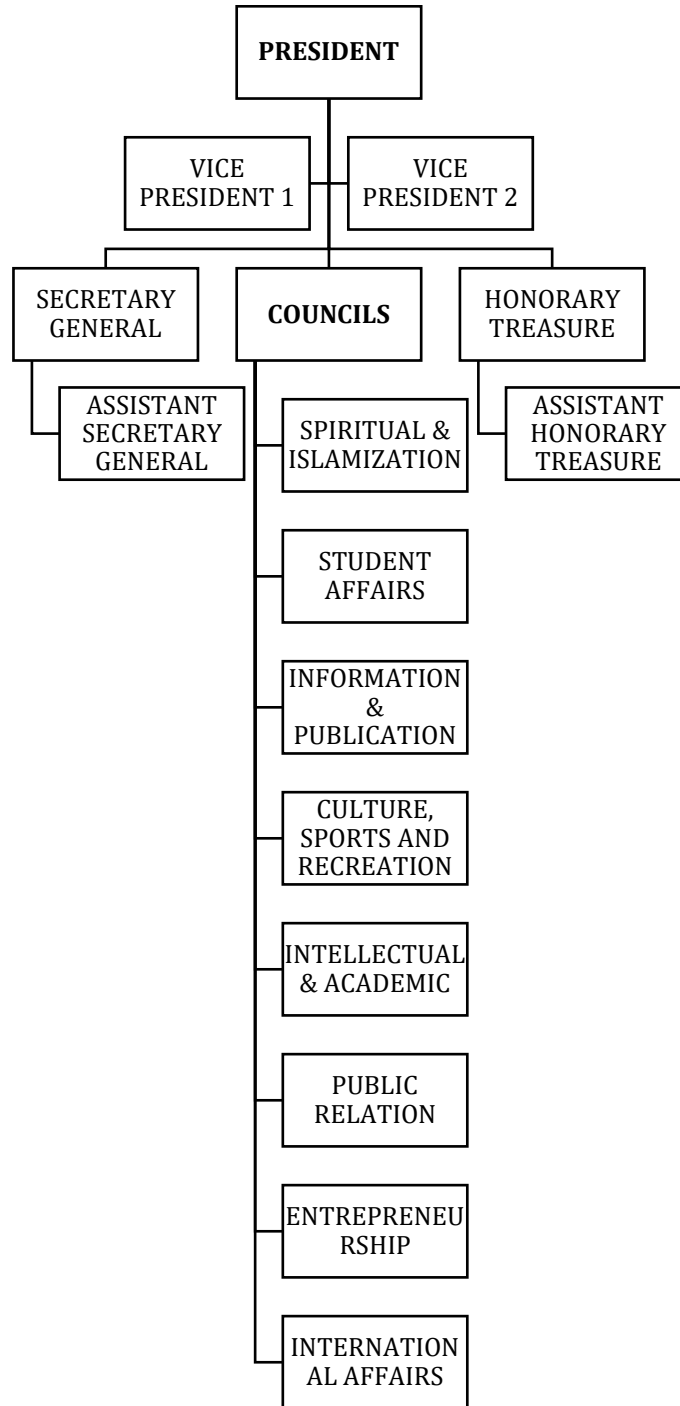
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- To consider and adopt any suggested amendments to this constitution;
- To endorse the IRKHSSS Board of Directors (and other office bearers as may be decided by this constitution); and
- To carry out any other general business of the society of which due notice has been given out to the members.

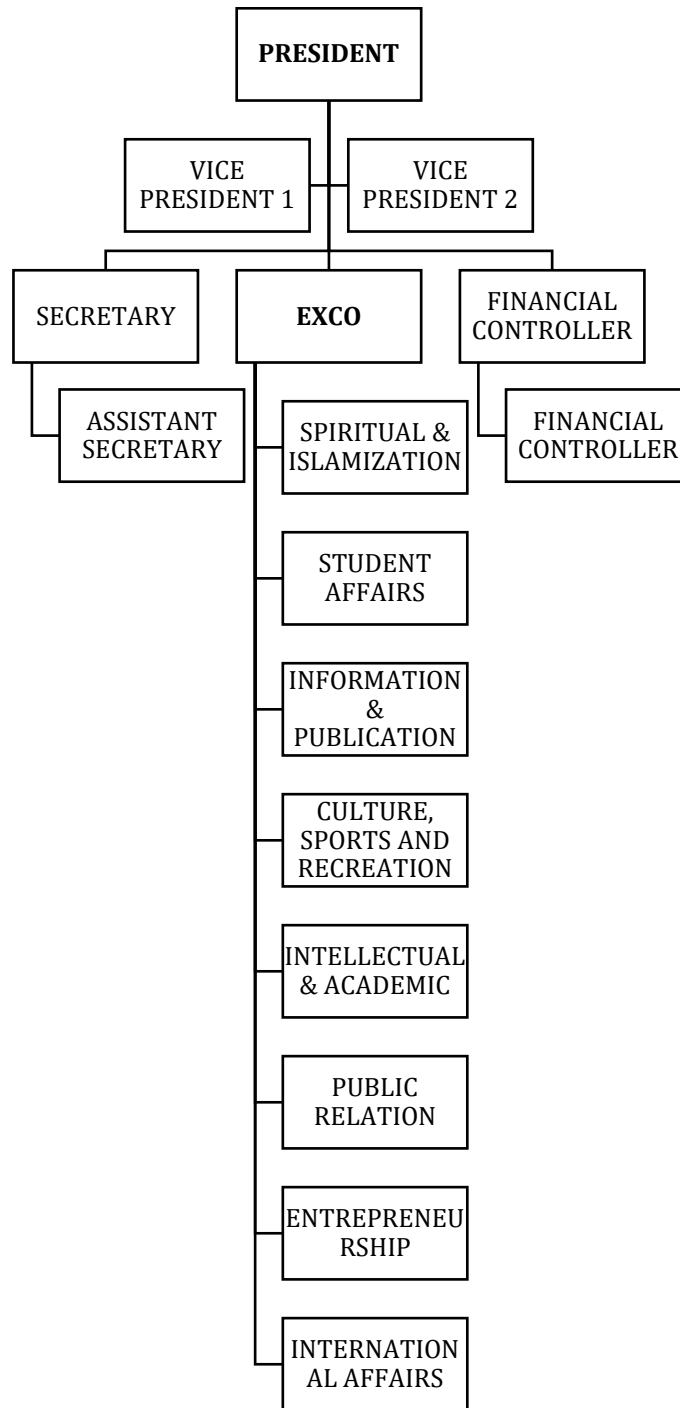
5.3.3. Voting at Annual General Meeting:

Any decisions that are to be adopted must gain at least $\frac{2}{3}$ of a simple majority of the meeting attendance.

Appendix A
**THE ORGANIZATION STRUCTURE OF IRKHS STUDENTS' SOCIETY
(IRKHSS)**



Appendix B
**THE ORGANIZATION STRUCTURE OF SECRETARIATS UNDER IRKHS
STUDENTS' SOCIETY (IRKHSSS)**



OFFICIAL ENDORSEMENT OF THE CONSTITUTION

This constitution is the highest authority in IRKHS Students' Society. All the rules and regulations under this constitution shall be obeyed and followed by all the members of IRKHS Students' Society. Any amendments and changes to this constitution shall be conducted during the Annual General Meeting of the society. Hopefully, by having this constitution will lead us towards a better Kulliyyah Based Society and attain the blessings from Allah SWT.

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(SITI UMMI HATIQA MOHAMAD FAHMY)

President

Islamic Revealed Knowledge & Human Sciences

Students' Society 16/17

Kulliyyah of Islamic Revealed Knowledge & Human Sciences

International Islamic University Malaysia.

DATE:

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(ASST. PROF. DR. MUHAMAD FUZI OMAR)

Deputy Dean (Students Affairs)

Kulliyyah of Islamic Revealed Knowledge & Human Sciences

International Islamic University Malaysia

DATE:

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(PROF.DR. MOHAMMAD ABDUL QUAYUM ABDUS SALAM)

Acting Dean

Kulliyyah of Islamic Revealed Knowledge & Human Sciences

International Islamic University Malaysia

DATE:

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