

الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي اِسْلَامِي اِنْتَار اَبْعَسَا مِلْدَسِيَا



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



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PART 1: INTRODUCTION

1.1. Name:

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

1.2. Address:

Office of Deputy Dean (Student Development and Community Engagement),
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:

- In this constitution, unless the context otherwise requires, the following word shall have the following meaning: - o "University" means the International Islamic

University of Malaysia; ○ “Rector” means the Rector of International Islamic University of Malaysia;

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- “Kulliyah” means the Kulliyah of Islamic Revealed Knowledge and Human Sciences; ○ “Dean” means the Dean of Kulliyah of Islamic Revealed Knowledge and Human Sciences; ○ “DDSDCE” means Deputy Dean (Student Development and Community Engagement) KIRKHS that is entrusted in supervising student activities and act as advisor;
 - “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, ALA, HISTFORIUM, POSSA, **QUSSA, SOFI, UDCY**); ○ “Chairperson” means the head of the secretariat;
- In this constitution, words importing any gender include all genders and reference to the singular include plural and vice versa.
- 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:

1.7.1. IRKHS Students’ Society acts as federal and central authority governing the secretariats;

- 1.7.2. To foster the bond of unity and integrate the students of Revealed Knowledge and Human Sciences students under one banner of the Kulliyah; and
 - 1.7.3. To organise centralized and Kulliyah level programmes which beneficial for IRKHS students in accordance with Islamic and ethical values.
-

1.8. Activities:

- 1.8.1. Centralized program i.e. Kulliyah Briefing, KIRKHS Academy, IRKHS Championship (Selection of Kulliyah's Athletes), Inter-Kulliyah Sports Festival (KUSEFF), IRKHS Festival and IRKHSSS Election;
- 1.8.2. Seminar / Talk / Convention on Integration of Revealed Knowledge and Human Sciences; and
- 1.8.3. 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 appointed by the Deputy Dean (Student Development and Community Engagement) 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.

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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 & Secretary II
- Honorary Treasurer & Treasurer II
- 5 IRKHS Students' Society Councils ○ Student Affairs & Welfare ○ Information & Publication ○ Sports, Arts & Recreational ○ Corporate Communication ○ Entrepreneurship
- 8 Secretariats ○ Islamic Revealed Knowledge Student's Secretariat (ISRAK) ○ Secretariat of Arabic Language and Literature (ALA) ○ Secretariat of Communication (COSA) ○ Secretariat of English Language and Literature (ELITS) ○ Secretariat of History and Civilization (HISTFORIUM) ○ Secretariat of Political Science (POSSA) ○ Secretariat of Psychology (PSYCSTA)
 - Secretariat of Sociology and Anthropology (SOCASA)

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;
- Conduct regular meeting with DDSDC and Chairpersons of IRKHS Secretariats;
- 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;
- Represent the Kulliyah-based society in the IIUM Student Leaders' Assembly (ISLA);
- Represent the Kulliyah-based society in any official meetings with the University management upon invitation; and
- Be responsible to ensure that the necessary procedures, rules, and regulations set by DDSDC, Kulliyah, 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 I & II:

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;
- Take charge of either internal and external matters (divided accordingly);
- One Vice President shall be responsible in leading, preparing and coordinating a task force to assist the Office of Deputy Dean (Academic and Industrial Linkages) (DDAIL), KIRKHS during adjustment and add-drop period for every academic semester; and
- One Vice President shall be responsible in leading, preparing and coordinating a task force for any mobility programmes from/to other colleges, universities or institutions.

2.2.4 Roles of Secretary General & Secretary II:

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 DDSDC, 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 & Treasurer II:

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 DDSDCE and/or any other relevant University offices.

2.2.6 Roles of Executive Committee (Council) members:

2.2.6(a) 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 Kulliyyah of administration;
- Come up with the proposed measures on issues pertaining to the welfare of students (e.g. death, accidents, disaster, facilities etc.); and
- Administrate the management of One Stop Centre (OSC) for students' common usage.

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2.2.6(b) Information & Publication

- 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 IRKHSSS; and - Be the central publication platform connecting all secretariats.

2.2.6(c) Sports, Arts and Recreation

- Communicate with any third party in any program related to the nature of the council i.e. Sports and Development Centre (SDC);
- Organize sports annual sports program among IRKHS students in preparing athletes for Inter-Kulliyah Sports Festival (KUSEFF);
- Coordinate management of athletes' well-being during Inter-Kulliyah Sports Festival (KUSEFF);

2.2.6(d) Corporate Communication

- 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(e) Entrepreneurship

- Responsible in finding sponsor for club activity;
- and - Generate income for the society;

2.2.6(f) The Presidential Board reserve the right whenever necessary to increase or decrease the number of councils in one tenure according to suitability for the sake of efficiency and effectiveness of job scopes after receiving prior consultation from the Advisor or DDSDC.

2.3 Organization of Secretariat under IRKHSSS:

2.3.1 Eight (8) Secretariats of IRKHSSS

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

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 Sports, Arts and Recreation
 - o Intellectual & Academic
 - o Public Relations
- An almanac of the proposed programs from each secretariat shall be submitted at the beginning of the tenure to the President to be peruse;
- The President of IRKHSSS and eight Chairpersons of Secretariats shall form a Council of Chairpersons that is objectively to have a compulsory monthly meeting and ad hock meeting for any urgent matters pertaining to the well-being of the students and amendment of IRKHSSS Constitution; and
- The Council of Chairpersons consists of 9 members including the President of IRKHSSS.

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** (*effective from tenure IRKHSSS 20/21*);
- The qualifications are:
 - Students of good character and observant of the Islamic code of conduct required by the University;
 - Students, by their leadership qualities, serve as good example to others; ○ Students who have passed at least one semester of studies in the University;
 - Students with CGPA not less than 2.8;
 - Students, against whom, disciplinary unit notices have never been served; ○ Students who have never been in any probation; ○ Students who have never been required to repeat one or more semester; and ○ Students must possess leadership experience.
- The Society may suspend any Board of Directors from his/her position, who is:
 - Under the investigation of the University Disciplinary Committee with the advice of the DDSDC of the Kulliyyah.
 - Not performing well academically with the advice of DDSDC 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 Flow of Resignation

- Letter of resignation being to the President first
- Approval from Board of Directors and Deanery members

- Shall release a press statement on the vacancy of the seat

3.3 Method of Reappointment

Should it become a necessity, an EGM may be held to appoint a new candidate for the resigned post.

The candidate must be endorsed by at least two members from the Board of Directors or Council of Chairpersons. The decision to elect the candidate will be made with a simple majority among all 10 members of Council of Chairpersons and the Board of Directors of IRKHSSS present in the EGM.

3.3 Election:

Please refer to the Rules and Regulations of IRKHSSS Election. Any amendments in the Rules and Regulations of IRKHSSS Election can only be done by the Election Commission appointed by the Kulliyah with approval from the Kulliyah's authority (Rules 39 "Amendment of Regulations")

3.4 Oath-Taking Ceremony

- All newly elected Board of Directors must take an oath as members of IRKHSSS in a preset ceremony that is witnessed by DDSDC and the Dean of KIRKHS.
-

PART 4: RIGHT & RESPONSIBILITIES

4.1 Membership:

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

4.2 Joint Responsibility:

- In the conduct of affairs of the society, the members of the IRKHSSS 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:

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

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 Annual General Meeting

- Board of Directors must attend all IRKHSSS meetings and if fail to comply said party will be penalized (if any);
- Chairperson and representative of all eight (8) Secretariats must attend the meeting together with the presence of Advisor and/or DDSDC as notified by Secretary General; 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 DDS DCE KIRKHS. Every member by himself has the right to attend and endorse.

5.3.2 Functions of Annual Grand Meeting:

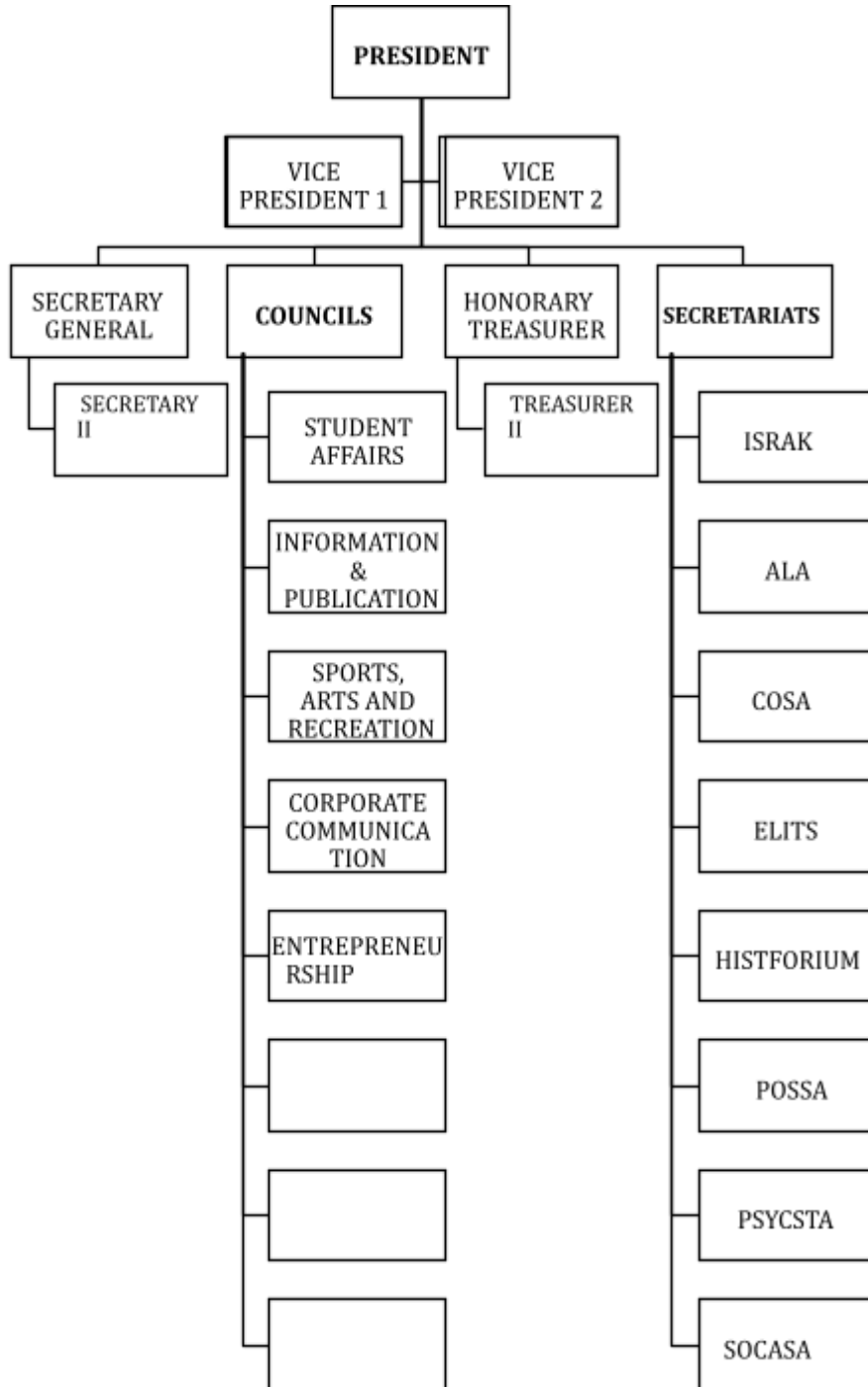
The functions of the Annual Grand Meeting are:

- 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;
-
- 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);
 - To announce the new line-up for IRKHSSS after an election has been conducted; and
 - To carry out any other general business of the society of which due notice has been given out to the members.

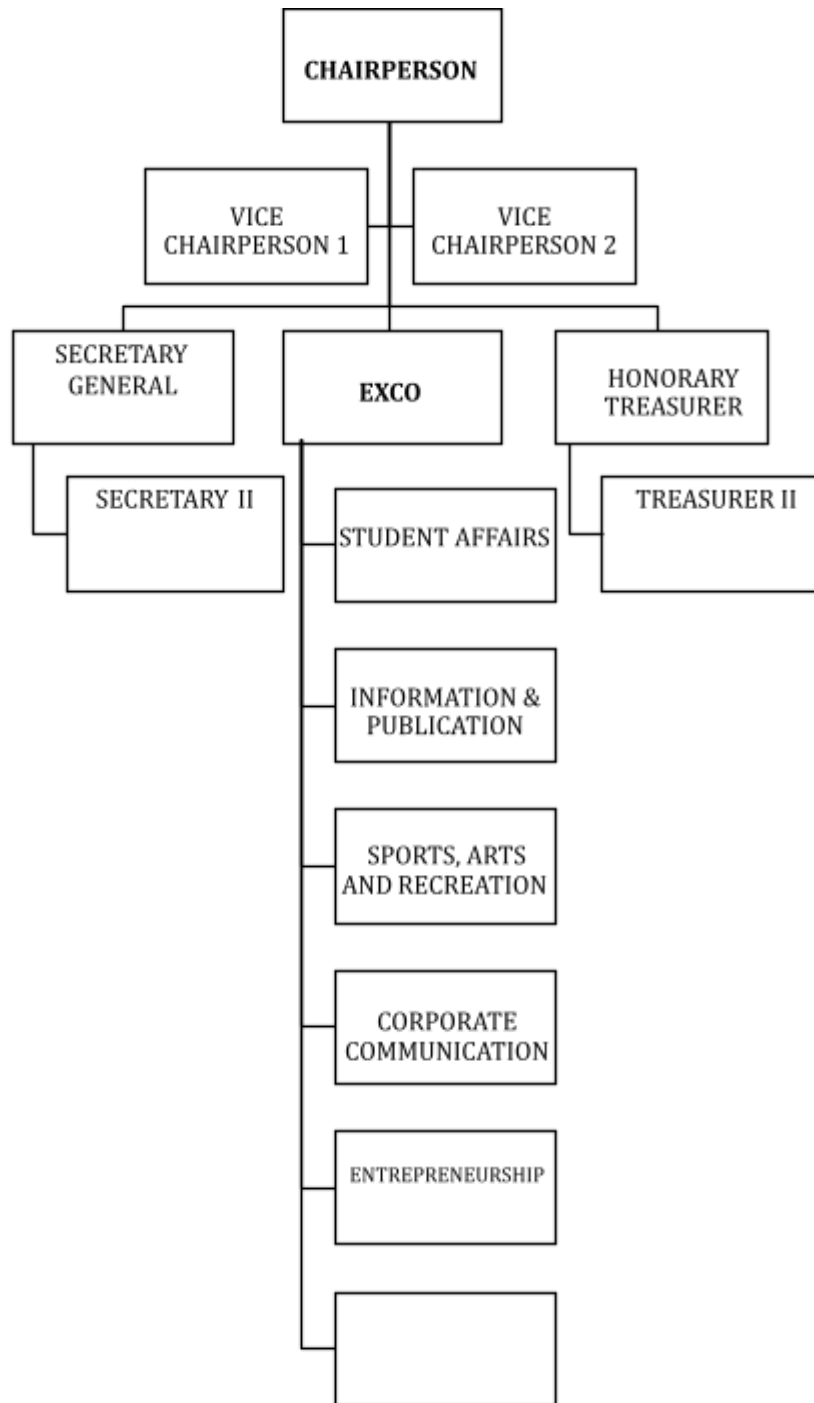
5.3.3. Voting at Annual General Meeting:

Any decisions that are to be adopted especially pertaining to the amendment of Constitution of IRKHSSS must gain at least simple majority (1/2) of the meeting attendance and two-third majority of the Council of Chairpersons.

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



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



Appendix C
THE OATH OF MEMBERS OF IRKHS STUDENTS' SOCIETY (IRKHSS)

UP (Hands up)

We as Main Board of the Islamic Revealed Knowledge and Human Sciences Students' Society 2020 Session, solemnly promise:

1. To assist and cooperate with the Kulliyah and University authorities in pursuing IIUM's mission of Integration, Islamisation, Internationalisation and Comprehensive Excellence ("Triple ICE")
2. To protect the good name and international reputation of the Kulliyah of Islamic Revealed Knowledge and Human Sciences and International Islamic University Malaysia;
3. To give due respect to the academic and administrative staffs of the Kulliyah of Islamic Revealed Knowledge and Human Sciences and International Islamic University Malaysia;
4. To foster the integration, cooperation and unity of local and international students;
5. To provide service and assistance to all students irrespective of backgrounds;
6. To set a good example of moral and responsible leadership for all students by emphasizing the importance of comprehensive excellence;
7. To obey all the time the University's Rules and Regulations.

We solemnly promise to understand, uphold and abide the Constitution of IRKHSS, Rules and Regulations of IRKHSS Election and to continuously conduct the IRKHSS Election on yearly basis.

Down (Hands Down)

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 Kulliyah Based Society and attain the blessings from Allah SWT.

The amendment of IRKHSSS Constitution was made during the Annual General Meeting of IRKHSSS 2019 on 23rd November 2019 at HS Seminar Room, KIRKHS.

.....
(MOHAMAD IKA DANIAL BIN 'ABDULLAH)

President 2018/2019,
Islamic Revealed Knowledge & Human Sciences
Students' Society,
Kulliyah of Islamic Revealed Knowledge & Human
Sciences
International Islamic University Malaysia.

.....
(ABDUL RAHMAN BIN ELLIAS)

Chairperson 2018/2019,
Islamic Revealed Knowledge Students' Association
(ISRAK).

.....
(MUHAMMAD AZAMUDDIN BIN MOHD TALIB)

Chairperson 2018/2019,
Secretariat of Arabic Language & Literature (ALA)

.....

(ANIS 'AQEELAH MOHD NASARUDIN)

Chairperson 2018/2019,
Secretariat of English Language & Literature (ELITS)

.....
(NURUL AMIRA BINTI ABD MANAN)

Chairperson 2018/2019,
Secretariat of Communication (COSA)

.....
(MOHAMAD AIMAN SYAFIQ BIN ZINODIN)

Chairperson 2018/2019,
Secretariat of History & Civilization (HISTFORIUM)

.....
(MUHAMMAD ASNAWI BIN HADZMAN)

Chairperson 2018/2019,
Secretariat of Political Science (POSSA)

.....
(EUSOFF FITRI BIN SARNIN)

Chairperson 2018/2019,
Secretariat of Psychology (PSYCSTA)

.....
(NURUL ATIKAH BINTI MOHD ASRI)

Chairperson 2018/2019,
Secretariat of Sociology & Anthropology (SOCASA)

.....
(MUHAMMAD HAZIQ BIN ABDUL AZIZ)
Students' Representative Council 2018/2019,
International Islamic University Malaysia.

Endorsed by:

.....
(ASST. PROF. DR. MAJDAN BIN ALIAS)
Advisor,
Islamic Revealed Knowledge & Human Sciences
Students' Society (IRKHSSS),
Kulliyah of Islamic Revealed Knowledge and
Human Sciences,
International Islamic University Malaysia.

Endorsed by:

.....
(ASST. PROF. DR. MOHD NOH BIN ABDUL JALIL)
Deputy Dean (Student Development and
Community Engagement),
Kulliyah of Islamic Revealed Knowledge and
Human Sciences,
International Islamic University Malaysia.

Verified by:

.....
(ASSOC. PROF. DR. SHUKRAN ABD RAHMAN)
Dean,
Kulliyah of Islamic Revealed Knowledge and
Human Sciences,
International Islamic University Malaysia.
