

ROLE AND GUIDELINES FOR PATRONS

The role of the patron is to encourage the office bearers and members of the respective Club/Society in developing their managerial, social and teamwork skills. Each Club/Society will

have a Full-time faculty member as a Patron. The Patron's duties include:

- Oversee the selection of the Leadership Team (Office Bearers (OBs)) as well as the strategic planning and main operations of a club/society.
- Review and approve the Annual Academic Calendar of events and activities presented by the OBs.
- Coordinate with Office of Student Societies (OSS) for event planning, venue bookings, etc.
- Monitor progress for planned events, particularly regarding the arrangement of sponsorships.
- Ensure that the club/society OBs and members follow the code of conduct and IBA disciplinary rules at all times; handle any disciplinary matters and go through the proper channel of reporting where necessary.
- Ensure that the requested budget is in accordance with the financial guidelines, and that the budget is being adhered to by the Office Bearers (OBs).

GUIDELINES FOR PATRONS AND APPROVAL OF EVENTS:

- A Patron of a Club/Society will remain in his/her position for a two (2) year tenure. - those who have been a Patron for one year or less may continue for another year.
- Every year, the OSA will ask other faculty members to show their interest in replacing a Patron who has been there for two years – with emphasis on those who have not had an opportunity earlier - if no new faculty member shows interest for a specific Club/Society, the current patron will continue for another two-year tenure.
- After two-years, the previous Patrons can reapply for the same Club/Society or a different Club/Society.
- Students can become members of a club/society by completing a membership form - each

student can be a member of up to three (3) clubs/societies-one from each cluster (Cocurricular, Extracurricular, and Services).

- Once the members are in place, students will be asked to nominate OB panels – so for example, three students can be nominated as ONE panel.

- Selection of OB panel: OB panels will present their manifesto and nominees will be selected

through a selection criterion that can be based on the nature of the Club/Society.

- Appointed OBs will discuss and plan for the annual activities with members and submit the Annual Activity Plan and Budget Request to Patrons – timelines will be shared by OSS every year.

- The club/society OBs must ensure that they submit their plans and budget by the deadline – no extension will be given and clubs/societies that miss the submission deadline will then not be allowed to organize any event for that year.

- The Patron will forward the Annual Activity Plan and requested Budget to OSS and ISC for consolidation and required amendments– the consolidated Annual Activity Calendar and Budget will be approved by DSA.

- Any faculty member, other than Full-time, may be appointed as a Patron, if needed. Recommendation of DSA and approval by Executive Director will be required in such cases.

- Patron can intervene in case of any dispute among a club/society and any of its stakeholders (including IBA Administration, Club/Society team, and any external party). In this regard, the Patron may seek support from the OSS.

- Students serving as OBs will be required to manage the affairs of the club/society under supervision of the Patron. Their main point of contact for administrative approvals and arranging resources will be OSS/OSA.