



 Institute of Business Administration Karachi <i>Leadership and Ideas for Tomorrow</i>		
RULES & REGULATIONS Office of Student Societies		
Title: RULES & REGULATIONS FOR STUDENT CLUB/SOCIETIES		
Written by:	Office of Student Societies	Issue Date:
Reviewed by:	Dean Student Affairs	Supersedes: July 02. 2024
Approved by:	Executive Director	Effective Date: July 10. 2024

RULES AND GUIDELINES FOR STUDENT CLUBS/SOCIETIES

Key stakeholders in this process include:

- OSA - Office of Student Affairs
- DSA – Dean Student Affairs
- OSS – Office of Student Societies
- OBs - Office Bearers
- ECs – Executive Coordinators
- Individual Clubs and Societies and their organization including Patron, Leadership Team, Members (ECs and Management Team)

STUDENT CLUBS AND SOCIETIES

There are several student clubs and societies with different co-curricular, extra-curricular, and services scope.

- Student clubs/societies are formed in three distinct clusters, namely:
 - Co-curricular Activities cluster



- Extracurricular Activities cluster
- Service Activities cluster

Each club/society will have a:

- Patron
- Leadership Team, and
- ECs and Management Team

Leadership Team (Office Bearers)

Each society will be led by three Office Bearers (OBs) as per following designations, roles, and responsibilities:

Executive Officer:

- Serves as the Overall Head of the club/society | Reports to Patron of Club/Society
 - Responsible for finalizing the planning and coordination of all events along with other OBs and Members
 - Responsible for preparing any pre- and post-event reviews of different events and activities, as required by Patron or Office of Dean of Student Affairs
 - Represent society in formal interactions with external stakeholders.
 - Finalize management team along with his/her team members for subsequent approval of Patron.

Operations Officer:

- Serves as the Head of Operations for the club/society | Reports to Patron of Club/Society
- Manage all the events and member-related activities.
- Liaise with the Office of Dean Student Affairs for arranging resources for different events and activities of society.
- Manage affairs and coordination with Management Team and Members

- Ensure compliance with IBA policies in conduct of different events and activities.

Finance Officer:

- Serves as the Head of Finance for the club/society | Reports to Patron of Club/Society
 - Prepares budgets for annual plan as well as individual events.
 - Ensures the budgetary allocations are complied with during the execution of the project.
 - Maintains formal records of expenses and revenues of the events.
 - Works with the Office of Dean of Student Affairs, as well as the Finance department (as needed) on reviewing and auditing budgets for the clubs/societies.

All three members of Leadership Team (Office Bearers) will be jointly responsible for:

- Proper execution of events and activities of the club/society
- Select members and Management Team
- Ensure compliance with IBA's financial policies, Code of Conduct, and strict adherence to the budget at all levels for all events and activities of the club/society.

Selection of the Leadership Team (Office Bearers):

- Open to all regular students with **CGPA \geq 3.00**
- Any student whose case has been decided by Disciplinary Committee (DC) or is pending in the Disciplinary Committee (DC) from August 2023 – July 2024 will not be eligible for leadership team.
- Students will receive an email asking themselves to nominate OB panels by filling the google form – so for example, **three** students can be nominated as ONE panel.
- OSS will screen and shortlist the OB panels and will send the final list of nominated OB panels to the Patrons.
- A panel of **3 Patrons** be present for the OB manifesto presentation.

- **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.
- Please ensure that the manifesto includes **ONE Mega Event (which should be an event that includes external participation)**, and **TWO minor events**. Please ensure that **ALL** events are relevant to the club/society domain.
- Appointed OBs will discuss and plan the annual activities with members and submit the Annual Activity Plan and Budget Request to Patrons – **deadlines will be shared by OSS in a separate email**.
- The club/society OBs must ensure that they submit their plans and budget by the deadline – **no extension will be given, and that club/society will be dissolved**.
- The Patron will forward the Annual Activity Plan and requested Budget to OSS and ISG for consolidation and required amendments– the consolidated Annual Activity Calendar and Budget will be approved by DSA.

Executive Council (EC) Selection:

- All interested candidates will have to follow the guidelines sent by OSS to apply for an EC position.
- No one will be allowed to apply for EC in more than one club/society.
- Only Sophomore Students can apply for this position.
- Applications will be reviewed by OSS - after reviewing, team OSS and Dean Student Affairs will interview the ECs and send the final list of ECs to the concerned club/society and the patron.

Management Team

- Operations and activities of each club/society will be managed by students who would enroll themselves as members of the club/society for the Academic Year.
- Club/Society's Leadership Team will select a Management Team **from the active members of the club/society**.
- *The composition of the Management Team will depend on club/society's annual plans and will be finalized by the Leadership Team in consultation with the Patron.*

Annual Plan and Events by Clubs/Societies:

- The Annual Calendar of each club/society will coincide with the Academic Year of IBA.
- The calendar will consist of events which will be planned in advance.
- It is MANDATORY for each club/society to submit an annual plan that contains events, schedules, key details, and proposed budgets by the deadline. The annual plan will be prepared by the club/society and endorsed by the Patron before submitting to OSS/OSA.
- Failure to submit the annual plan within the stipulated date will lead to suspension of that club/society for the complete Academic Year. A decision by DSA in consultation with the Patron will be final and binding in this regard.
- All events will be held under any specific club/society or ISG. An exception can be allowed by DSA on a case-to-case basis.
- IBA will only allow and consider an event that has been pre-approved by the Patron, OSS, and DSA. Any other gathering of students that is announced or pre-planned but without the permission of OSS and DSA **will strictly not be allowed**. Strict disciplinary action may be taken in case if any such event is held.

Definition of Event and Type of Events allowed for a Club/Society:

- An event is defined as a pre-approved gathering of students which is announced to IBA community and any appropriate external stakeholders.
- Each club/society's scope is defined in its name as well as mission and statement of objectives.
- Clubs/Societies are bound to conduct events only within their approved scope and mission.
- Any activity or event outside the scope can be complimentary to a main event. For instance, a society can hold a musical event at the end of a conference or a competition. However, the complimentary event should be limited to 10% percent of the total budget for the event.
- Any event or activity organized by students, both on- or -offsite, that is against cultural and societal norms, is against state law, and is not in line with IBA's high moral, ethical, and professional values and standards is strictly not permitted. There is a zero-tolerance policy, and any such violation will be dealt with severe penalties and strict disciplinary action, which may include expulsion from IBA.

Any exceptions will have to be endorsed by the Patron and approved by OSS and DSA.

IBA Regulations for Events:

- Any event in which IBA resources are used, regardless of where it is being held, will be governed by IBA rules.
- DSA will deploy any resources deemed appropriate for managing and monitoring any event with and without knowledge of respective society.
- In case of any violation, the event can be stopped instantly, and the society team(s) can be held accountable for disciplinary action.
- Any event that gives a subsidy to students or funds student expenditures will be completely monitored by OSS and DSA. OSS will make the registration forms (if need be) or interview the candidates that are receiving the subsidy on any form. OSS will be responsible for providing the final list to the club/society, and only those students will get the subsidy. **Those students who are not shortlisted by OSS will get no subsidy in any form.**

Event Planning, Procurement, and Management:

- Any event or activity organized by students, both on- or -offsite, that is against cultural and societal norms, is against the state of law, and is not in line with IBA's high moral, ethical, and professional values and standards is strictly not permitted. There is a zero-tolerance policy for any such events or activities, as per the IBA Code of Conduct.
- The Patrons and the OSS team should review the list of participants/attendees to ensure that no blacklisted or controversial individuals are included.
- The relevant club/society patron or a representative selected by the Patron should attend the event to monitor the event and students.
- Any marketing campaigns should not be undertaken by societies without prior approval from ED, DSA, OSS, and the Registrar Office.
- Since IBA has a corporate relationship with Pepsi, Pepsi will be the exclusive beverage partner for IBA for the term of the MoU/Agreement. This implies that no other beverage will be sold on campus or displayed i.e., no branding of competitive products.

Events not in the Annual Plan:

In case, if an event is to be held outside the approved plan, a separate Event Approval Form has to be completed and endorsed by the Patron for approval by DSA - such approvals should be taken at least four (4) weeks in advance. After approval from DSA, the OSS will make necessary arrangements.

Checklist for Event/Activity Management:

- OBs are required to fill the Online Event Management System form at least **20 WORKING DAYS PRIOR** in the given link: <https://forms.office.com/r/2tuCJn616J>
- This form **MUST** be used to book all venues, reserve dates, and request facilities and arrangements.
- All club/society members will make an RFQ and send it in an email to all the registered vendors separately, while keeping OSS in loop. Quotations that are received from other means except email (e.g. WhatsApp, etc.) will not be accepted.
- OBs are strictly **NOT ALLOWED** to share quotations of one vendor with other vendors. This is a strict violation of financial policy and may result in disciplinary action.
- **Every club/society HAS to receive THREE (3) quotations from three different vendors** – the Patron will vet the quotations and ensure that **THREE** have been received. Only then can the OBs forward the quotations to OSS and DSA for approval at **least 7 working days prior** to the event.
- Limited procurement for specialized items can be allowed by OSS/OSA on the recommendation of the Patron, on a case-to-case basis.
- The responsibility of maintaining a complete record of sponsorships, whether in kind or in cheque, lies with the Financial Officer (FO) of any given club/society, along with the Executive Officer (EO) and Operations Officer (OO). The ISG members i.e. President, Vice President, and Treasurer, along with the Campus Coordinators are equally responsible and accountable.
- **Emphasis should be on ONE Mega Event (which should be an event that includes external participation), and TWO minor events. Please ensure that ALL events are relevant to the club/society domain.**
- Outsourcing of society events to third parties, such as hiring companies/theater groups to perform at IBA events is not allowed. Only students' talents should be showcased in such events.
- Talented students are encouraged to hone their abilities and engage with societies on a voluntary basis (just like any other Office Bearer). They will have the absolute support of OSS and ISG.

If an event is to be held outside the approved plan, a separate Event Approval Form has to be completed and endorsed by the Patron for approval by DSA - Such approvals should be taken at least four (4) weeks in advance. After approval from DSA, the OSA will make necessary arrangements.