

## **OFFICE OF STUDENT SOCIETIES (OSS)**

### **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
- ISG – IBA Student Government
- Individual Societies and their organization including Patron, Leadership Team, Management Team, and Membership

#### **IBA STUDENT GOVERNMENT**

The IBA Student Government (ISG) is the governing body of students under Student Affairs that is designed to enhance the quality of student life, support curricular, co-curricular and service activities, and contribute to the Institute’s educational mission. It will:

- Promote school spirit and pride in the Institute of Business Administration (IBA), Karachi.
- Promote student engagement, leadership, and learning by facilitating opportunities in a diverse array of programs, events, and activities.
- Foster interaction among faculty, students, staff, and external stakeholders.
- Provide a safe, accessible, and welcoming environment for the IBA campus community.
- Represent students from all schools in various committees.
- Exercise judicious management of financial, physical and natural resources
- Assist patrons with event services support.
- Participate in on-going assessment and evaluation of services in an effort to best meet the ever-changing needs of the IBA community.

## **COMPOSITION**

The IBA Student Government will constitute student representatives from all three Schools. Together they will work towards handling and managing student events, activities, and represent the IBA student body in all matters pertaining to student-related decisions. The representatives' structure is given below:

<b>School</b>	<b>Representatives</b>	<b>Total</b>
Business Studies	4 undergraduate and 1 graduate	5
Computer Science and Mathematics	4 undergraduate and 1 graduate	5
Economics and Social Sciences	4 undergraduate and 1 graduate	5
		<b>15</b>

## **HOUSE LEADERS TORS**

The IBA Student Government (ISG) will then elect the following **three positions** for leading the body.

- 1 President
- 1 Vice President
- 1 Treasurer

### **President:**

- The President will be the head of the student government.
- The President's job is to lead all ISG meetings and townhalls.
- The President will make sure ISG committees are functioning effectively.
- The President will make sure each ISG member is performing their duty responsibly and in line with the ISG constitution.
- The President will be in charge of getting event approvals and ensuring that proper procedure and documentation is followed.

### **Vice-President:**

- The Vice-President will be responsible for preparing plans and reports, and ensuring that the goals of the ISG are met.
- The Vice-President is responsible for ensuring proper communication between all members of the ISG, the clubs/societies Leadership Team, and the wider IBA Community.

**Treasurer:**

- The Treasurer will be the financial head of ISG.
- The Treasurer will deal with all budgetary, financial, and audit affairs of ISG.
- The Treasurer will prepare the annual budget.

**STUDENT CLUBS AND SOCIETIES**

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

- Student societies are formed in three distinct clusters, namely:
  - Cocurricular Activities cluster
  - Extracurricular Activities cluster
  - Service Activities cluster

Each society will have a:

- Patron
- Leadership Team, and
- Members (including 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 society | Reports to Patron of 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 for subsequent approval of Patron

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### **Operations Officer – Head of Operations**

- Serves as the Head of Operations for the society | Reports to Executive Officer and Patron
  - Manage all the events and members-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 society | Reports to Executive Officer and Patron
  - 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 societies

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

- Proper execution of events and activities of the society
- Select members and Management Team
- Ensure compliance with IBA policies at all levels for all events and activities of the society

The selections of the Leadership Team (Office Bearers) will be:

- Open to all regular students with CGPA > 2.50
- Conducted by interviews by Patron of each society; any method deemed appropriate by Patron after consulting with DSA can be used

### **MANAGEMENT TEAM & MEMBERS**

- Operations and activities of each society will be managed by students who would enroll themselves as members of the society for an Academic Year.
- Membership will be open to all IBA students. Any student can be member of no more than three (3) clubs/societies in an Academic Year.
- Society's Leadership Team will select a Management Team from the active members of the society.

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- The composition of Management Team will depend on club/society's annual plans and will be finalized by the Leadership Team in consultation with the Patron.

### **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.*

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- 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.

### **ANNUAL PLAN AND EVENTS BY SOCIETIES**

- The Annual Calendar of each 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 society and endorsed by the Patron before submitting to the ISG and OSS/OSA.
- Failure to submit annual plan within the stipulated date will lead to suspension of events by that club/society for the complete Academic Year. Decision by DSA in consultation with the Executive Director will be final and binding in this regard.
- IBA will only allow and consider an event that is a pre-approved gathering of students.
- All events will be held under any specific society or ISG. An exception can be allowed by DSA on a case-to-case basis.
- Any other gathering of students that is announced or pre-planned but without the permission of DSA will 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.

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- 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 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.

### **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 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 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 below the line (BTL) marketing tactics or campaigns should not be undertaken by societies without prior approval from ED, DSA, Student Counselor and ACRC Senior Manager.
- Since IBA has a corporate relationship with Pepsi, therefore, Pepsi will be the exclusive beverage partner for IBA for the term of the MoU/Agreement. This implies 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 OSA will make necessary arrangements.

### **CHECKLIST FOR EVENT/ACTIVITY**

- Students are required to submit the checklist of the event/activity as per format appended below, along with the original copy of the 'Event Organizing Form' for booking venues and facilities.
- All club/society members will submit their resource requirements for the events/activities and will not contact any vendors (food, decoration, printing, etc.) directly)- the request will go directly through OSS to the Procurement department. All resource approvals will be done arranged by OSS/OSA; Procurement will be handled by OSS in collaboration with IBA Procurement department.
- Limited procurement for specialized items can be allowed by OSS/OSA on the recommendation of the Patron, on a case-to-case basis.
- Focus should be on small and quality events driven by students' efforts; mega events are discouraged.
- 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.
- Outsourcing of society events to third parties, such as hiring companies/theater groups to perform at IBA events is not allowed. Only student's 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.