

CONSTITUTION OF

ASIAN ISLAMIC

UNIVERSITIES ASSOCIATION

(AIUA)

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**CONSTITUTION OF
ASIAN ISLAMIC UNIVERSITIES ASSOCIATION (AIUA)**

ARTICLE 1 NAME

This Association shall be known as the “**ASIAN Islamic Universities Association (AIUA)**”, hereinafter referred to as the “Association”.

ARTICLE 2 REGISTERED OFFICE

The registered office and correspondence address of the Association shall be at:

**Kolej Universiti Islam Sultan Azlan Shah (KUISAS)
Bukit Chandan,
33000 Bandar Diraja Kuala Kangsar,
Perak, Malaysia.**

or such other place as may from time to time be decided on by the Executive Committee. The registered office of the Association shall not be changed without the prior approval of the Registrar of Societies.

ARTICLE 3 OBJECTIVES OF THE ASSOCIATION

The objectives of the Association shall be:

- (a) To create a forum to bring together all Islamic Universities in the Asia region.
- (b) To facilitate greater compatibility and comparability between the diverse Islamic higher education systems and institutions across Asia and by enhancing their quality.
- (c) To develop a framework for cooperation at Asia, national and institutional level encompasses the following priorities:
 - (i) improving information on higher education in Asia;
 - (ii) promoting Islamic higher education to enhance its world-wide attractiveness and competitiveness;
 - (iii) intensifying policy dialogue;
 - (iv) strengthening cooperation based on partnership; and
 - (v) furthering the recognition of qualifications.
- (d) To explore and identify areas of mutual understanding for collaboration including:
 - (i) exchange of faculty and students;
 - (ii) developing common curricula and transferable credits;

- (iii) sharing of facilities, information, and materials;
 - (iv) cooperating on research and development (R&D) projects; and
 - (v) organizing joint topical conferences and international events.
- (e) to pave the way for increasingly innovative, cooperative, cross border study programmes.
 - (f) to create opportunities for personal growth, developing international cooperation between institutions, enhancing the quality of Islamic higher education and research, and giving substance to the Asia dimension; and
 - (g) To do all other things incidental or conducive to the attainment of the above objectives.

ARTICLE 4 MEMBERSHIP

- (1) The Association shall begin with a core of Founding Members (See Appendix).
- (2) Any non ASIAN Islamic Universities may be admitted by invitation as Affiliates.
- (3) Candidate institutions for membership or affiliate membership must be nominated and endorsed by the current Member institution. The nominator must submit a letter of recommendation to the AIUA Secretariat, to be presented for deliberation by the Members during the Annual Meeting.
- (4) Each Member or Affiliate shall be represented by the Chief Executive of the institutions.
- (5) Members may resign from the Association by giving **six** (6) months notice in writing.
- (6) All Members and Affiliates are subject to and bound by the Constitution in force at the time of admission and as amended thereafter by agreement at the Annual Meeting of the Association.

ARTICLE 5 ENTRANCE FEES, SUBSCRIPTION AND OTHER DUES

- (1) Members and Affiliates shall each pay a non-refundable entrance fee, the amount of USD500.
- (2) Members and Affiliates shall pay an annual membership fee to be determined by at the Annual General Meeting.

ARTICLE 6 RESIGNATION AND REPULSION

- (1) Any Member who wishes to may resign from the Association shall notify such intention to the Chairman by giving two weeks' notice in writing and shall pay up all dues.
- (2) Any Member contravening the provisions of this Constitution or acting in a manner harmful to the Association may, on the recommendation of the Executive

Committee, be expelled from the Association by decision of the Annual General Meeting by a two-thirds majority.

- (3) A Member who has resigned or has been expelled has no claim upon the Association's funds, nor upon repayment of any contribution made but is liable for any contribution due in the current financial year.

ARTICLE 7 THE EXECUTIVE COMMITTEE

- (1) The Executive Committee and Administration of the Association will be vested in an Executive Board which will consist of:
 - (a) An appointed Chairman, from amongst the elected Executive Committee Members;
 - (b) An appointed Vice-Chairman, from amongst the elected Executive Committee Members;
 - (c) An appointed Secretary-General which shall be Universiti Sultan Azlan Shah (USAS), Malaysia;
 - (d) An appointed Treasurer General, from amongst the elected Executive Committee Members;
 - (e) Secretariat for International Relations;
 - (f) Secretariat for Conference;
 - (g) Secretariat for Education, Training and Research;
 - (h) The Minister Counsellor (Education) of Malaysia in Indonesia shall be an ex-officio member of the Executive Committee.
 - (i) The Executive Committee may also make appointments to fill vacancies created in the Committee.
 - (j) Only Members of the Association are eligible to hold office in the Executive Committee.
 - (k) A minimum of one Member from each participating country shall be in the Executive Committee.
- (2) The term of office of the Executive Committee will be two (2) years.
- (3) The Executive Committee shall determine the policies and activities of the Association.
- (4) The Executive Committee will submit its report at the Annual Meeting on its work and finances.

ARTICLE 8 NOMINATIONS AND ELECTIONS OF THE EXECUTIVE COMMITTEE MEMBER

- (1) The Executive Committee members shall be elected for a period of two (2) years.

- (2) The Secretary-General shall conduct the elections.
- (3) Voting for the Executive Committee may be by show of hands or secret ballot at the Annual Meeting.
- (4) The Secretary-General shall invite nominations at least six (6) months before the Annual Meeting at which the elections are to be held. Nominations together with the date and time of the elections will be sent to all member institutions at least three months in advance of the elections.
- (5) Candidates shall be elected on a “first-past-the post” basis.
- (6) The counting of the votes shall be conducted by the Secretary-General, with the ballot papers being opened and counted (in the case of voting by secret ballot) in the presence of two (2) scrutiners approved by the Executive Committee.

ARTICLE 9 **DUTIES OF THE EXECUTIVE COMMITTEE**

- (1) The Chairman
 - (a) To preside at all meetings and the Annual General Meeting.
 - (b) To have a casting vote at the meetings.
 - (c) To issue statements to the media and other public statement on behalf of the Association.
 - (d) To initiate any necessary action pertaining to the affairs of the Association in the period between meetings of the Executive Council.
- (2) The Vice Chairman
 - (a) In the event of the Chairman being unable, for any reason whatsoever, to discharge the duties of office or assume the privileges thereof.
- (3) The Secretary-General
 - (a) maintaining a record of members, collecting membership subscriptions and actively promoting the Association’s aims and objectives;
 - (b) recording the minutes of business meetings of the Association and its Executive Committee;
 - (c) conducting correspondence with members of the Association and outside agencies in accordance with existing policies and in consultation with the Executive Committee;
 - (d) responsibility for all the financial transactions of the Association, maintaining budgetary control and preparing statements of accounts for the Executive Committee as requested for presentation to the Annual Meeting;
 - (e) providing administrative support to the Executive Committee and carrying out the decisions made by the Executive Committee as required.

(4) The Treasurer General

- (a) The Treasurer shall be responsible for the finances of the Association. He shall keep accounts of all its financial transactions and shall be responsible for the maintenance of proper up-to-date records and accounts all financial dealings of the Association. He shall in conjunction with the Chairman and the Secretary sign all cheques on behalf of the Association.
- (b) Facilitate the auditing of the accounts from time to time and giving the internal and external auditors all the necessary information they may require for such purpose.
- (c) Operate the bank accounts in the authorised manner.
- (d) Prepare and make available to the Executive Committee the statement of accounts, balance sheets and other necessary documents and information for each financial year as and when required for the Annual General Meeting and for any other purpose.

(5) Ordinary Committee Members

Ordinary Council Members shall carry out such duties as directed by the Chairman or the Executive Committee.

(6) Ex-officio Member(s)

The Ex-officio Member(s) shall carry out such duties as directed by the Chairman or the Executive Committee.

ARTICLE 10 ANNUAL GENERAL MEETINGS

- (1) The Annual General Meeting of the Association shall consist of the Members of the Association.
- (2) At least one-half of the voting membership of the Association or the voting members present represent twice the total number of committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.
- (3) An annual general meeting of the Society shall be held within twenty four (24) months after the close of each financial year but not later than ____ on a date and a time and place to be decided by the Committee. The business of the annual general meeting shall be:-
 - (a) To receive the minutes of the previous annual general meeting;
 - (b) To determine the general policy, procedural rules, programs and activities of the Association;
 - (c) To approve the budget, annual report and financial statement.
 - (d) To receive the Committee's report on the working of the Association during the previous year;

- (e) To receive the Treasurers' report and the audited accounts of the Association for the previous year;
 - (f) To elect a Committee and to appoint auditors for the ensuing year;
 - (g) To deal with such other matters as may be put before it.
- (4) The Secretary-General shall convene the Annual General Meeting by notice in writing to all Members not less than thirty day (30) days prior to the date of the Annual General Meeting. Such notice shall be accompanied by a provisional agenda.
 - (5) Each member institution shall have one vote. Only one representative designated by the Member institution has the right to vote.
 - (6) The quorum of the Annual General Meeting shall be at least one-third or 5 (whichever is lower) of the Members.
 - (7) All decisions shall be taken by a simple majority of votes. In the event of an equality of votes, the Chairman shall be entitled to a casting vote.

ARTICLE 11 FINANCE

- (1) The financial year of the Association shall commence on 1st January and ends on 31st December.
- (2) The Association may obtain income from the sale of the Association's publications; fees received under contract for services provided; grants from national and international foundations, agencies, donors, etc. in order to support specific programs and/or administrative work.
- (3) All cheques or withdrawal notices on the Association's account shall be signed jointly by the Chairman, the Secretary and the Treasurer. In the absence of the Chairman, the Secretary or the Treasurer for a long period, the Committee shall appoint one of its members to sign in his place.
- (4) Subject to the following provisions in this rules, the funds of the Association may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

ARTICLE 12 AUDITING

- (1) Two persons, who shall not be office-bearers of the Association, shall be appointed, by the annual general meeting as Auditors. They shall hold office for one year and may be reappointed.
- (2) The Auditors shall be required to audit the accounts of the Association for the year, and to prepare a report or certificate for the annual general meeting. They may also be required by the Chairman to audit the accounts of the Association for any period within their tenure of office, at any date, and to make a report to the Committee.

ARTICLE 13 DISSOLUTION

- (1) The Association may be dissolved by a resolution at the Annual General Meeting.
- (2) The Secretary-General shall circulate the exact terms of any proposal submitted and supported by at least 20% of the Members to dissolve the Association by registered letter to every member of the Association not less than ninety day (90) days prior to the meeting.
- (3) Any such proposal shall be adopted if passed by a two-thirds majority.
- (4) In the event of the Association being dissolved as provided above, any assets of the Association shall be realised and placed at the disposal of any non-profit regional or international organization as decided upon by a Annual General Meeting.

ARTICLE 14 AMENDMENTS TO THE CONSTITUTION

- (1) This Constitution may be wholly or in part repealed, replaced, substituted or otherwise amended at a Annual General Meeting.
- (2) Any proposal for the amendment of this Constitution shall be submitted by Members in writing to the Secretary-General not less than 3 months before the date of the Annual General Meeting at which the such proposal is to be considered.
- (3) Copies of the proposal shall be sent by the Secretary-General to all Members and Executive Committee not less than 2 months before the date of the Meeting.
- (4) Any amendment of this Constitution shall not take effect until after its adoption at the Annual General Meeting by a two-thirds majority of the members present or represented.

ARTICLE 15 INTERPRETATION

- (1) Between annual general meetings the committee shall interpret the rules of the Association and when necessary, determine any point on which the rules are silent.
- (2) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Association unless and until countermanded by a resolution of a general meeting.

ARTICLE 16 OFFICIAL LANGUAGES

The official language of the Association shall be English and/or Bahasa Melayu and/or Arabic language.

ARTICLE 17 PROHIBITIONS

- (1) The Association shall not engage in any political activity.
- (2) The Association shall not indulge in any form of gambling activity.

- (3) The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its Executive Committee or Members.
- (4) Any other activity that is detrimental to the Association is prohibited.



.....
(Chairman)

Name: Prof. Dr. Munzir Hitami
Date: 25th April 2015



.....
(Secretary)

Name: Tan Sri Prof. Dr. Nordin Kardi
Date: 25th April 2015

APPENDIX

The Founding Members of the ASIAN Islamic Universities Association (AIUA) are:-

1. Kolej Universiti Islam Sultan Azlan Shah (KUISAS), MALAYSIA
2. Kolej Universiti Insaniah (KUIN), MALAYSIA
3. Kolej Universiti Islam Perlis (KUIPs), MALAYSIA
4. Kolej Universiti Islam Antarabangsa Selangor (KUIS), MALAYSIA
5. Kolej Universiti Islam Melaka (KUIM), MALAYSIA
6. Kolej Islam Pahang Sultan Ahmad Shah (KIPSAS), MALAYSIA
7. Kolej Islam Antarabangsa Sultan Ismail Petra (KIAS), MALAYSIA
8. Kolej Islam Antarabangsa (IIC), MALAYSIA
9. Kolej Pengajian Islam Johor (MARSAH), MALAYSIA
10. Universiti Islam Antarabangsa Malaysia (UIAM), MALAYSIA
11. Universiti Sains Islam Malaysia (USIM), MALAYSIA
12. Universiti Islam Sultan Sharif Ali (UNISSA), BRUNEI
13. Universiti Fatoni (FTU), THAILAND
14. Universitas Islam Negeri Sultan Syarif Kasim Riau (UIN SUSKA), INDONESIA
15. Institut Agama Islam Negeri Antasari Banjarmasin (IAIN Antasari), INDONESIA