



THE BYE-LAW

OF THE

MUSLIM STUDENTS' SOCIETY

OF NIGERIA (MSSN)

**ALIKO DANGOTE UNIVERSITY OF SCIENCE AND
TECHNOLOGY (ADUSTECH) WUDIL BRANCH**

(Act 1446 A.H/2024 C.E)



Revised Edition

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FOREWORD

In the Name of Allah, the the most Beneficent, the most Merciful.

Praise be to the Lord of all worlds. Prayers and peace be upon our Prophet, Muhammad (SAW), his family and all of his companions.

Alhamdulillah, with the blessings of Allah, the Muslim Students' Society of Nigeria (MSSN), Aliko Dangote University of Science and Technology, (ADUSTECH) Wudil Branch, has deemed it necessary to review its Bye-Law to reflect the changing needs and aspirations of our members. The MSSN Wudil Area Council has officially reviewed and approved the Bye-Law to be executed by the MSSN-ADUSTECH Branch. *With that, the provisions of this Bye-Law shall prevail and have superseding effects on the Bye-Law(s) before it, and shall be binding on all members and functionaries of the Society.*

This decision was informed by our commitment to continuously improve and adapt to the evolving realities of our members, the university community, and the society at large.

The revised Bye-Law aims to provide a more effective and efficient framework for the governance and administration of our Branch. It outlines the principles, objectives, and guidelines that will guide our operations, decision-making processes, and relationships among members. The document also addresses the changing needs and realities of our organization, including the restructuring of committees, clarified membership criteria, and updated financial procedures.

This Bye-Law is a product of careful consideration, consultation, and deliberation among our members and officials, Ex-ExcOs, and experts. It aims to provide a more effective and efficient framework for the governance and administration of the Society in the branch, ensuring that we remain focused on our core objectives of bringing Muslim into closer union, safeguarding their rights, promoting Islamic values, academic excellence, and community service. It addresses key areas such as membership, leadership, decision-making processes, and financial management. It also outlines our commitment to upholding the principles of justice, equality, and fairness in all our dealings.

This revised Bye-Law of the Muslim Students' Society of Nigeria (MSSN), ADUSTECH Branch, is a culmination of efforts by the Bye-Law Review Committee, which was established to review and update our governing document. The Committee comprised representatives from various levels of the society and worked tirelessly to ensure that the revised Bye-Law reflects the collective will and aspirations of the society and its rudiment goals.

We urge all members to carefully study and understand the provisions of this revised Bye-Law and to uphold its principles in all their dealings with the MSSN. Adherence to this

document is crucial for the continued growth, unity, and success of our organization. We are confident that this revised Bye-Law will serve as a solid foundation for our Branch and guide us towards achieving our goals and objectives.

I would like to extend my sincere appreciation to the Bye-Law Review committee members led by Mal. Umar Abdullahi Muhammad, for their tireless efforts in making the review into real. My special commendation to the MSSN Wudil Area Council under the distinguish leadership of Ameer Zakariyya Aliyu and his entourage, for spending their time in making final approval of the Bye-Law, may Allaah reward you with the best of rewards. Amin.

May Allah guide and bless our efforts as we strive to uplift the banner of Islam on campus, and may this revised Bye-Law be a means of achieving His pleasure. Amin.

Dated this; 11th day of Sha'aban, 1446 AH corresponding to 10th day of February, 2025.

Ammar Ishaq Kusada

Umar Abdullahi Muhammad

Chairman, Shura Supreme Council &
Ameer, MSSN ADUSTECH

Chairman, Bye-Law Review Committee &
Na'ibul Ameer I, MSSN ADUSTECH

ABOUT THE BYE-LAW REVIEW

The MSSN-ADUSTECH Bye-Law was subjected to revision by the Shura Supreme Council on 23rd September, 2024.

As it is well stated in MSSN-KUST 2018/2019 Strategic Plan (referred to as Stay-back report), that: “Stay-back exercise is a new special program introduced to Muslim Students’ Society of Nigeria (MSSN), Kano University of Science and Technology (KUST) Wudil branch, in order to overview the previous MSSN activities and come up with standard and improved working plan for the upcoming 2018/2019 academic session. And shall (in sha Allah) be conducting annually while the university is on sessional break to plan for the prospects of this noble society. Within such period, a thorough deliberation and review of MSSN activities shall be carried out.”

This Stay-back is the serving bye-law and binding force of MSSN-KUST now MSSN-ADUSTECH from 11th Shawwal, 1440AH (15th June, 2019) to 11th Sha’aban, 1446AH (10th February, 2025). Alhamdulillah, days are passing and the society is growing to an advanced and developed level, moved by the strategic plan and incredible efforts by MSSN past administrators and pilots to date, may Allah reward them abundantly. Amin

However, some areas of the by-law need to be reviewed in order to upgrade the by-law into standard and up to date. So also, the financial policy of the society needs similar treatment as some its parts are contained therein.

An issue was raised by some members of the Executive Council with observations of some areas of both by-law and financial policy that requires reviewing, after detail discussion on the issue during the executive council meeting, it was then moved to Supreme Shura.

The keys needs for revising the Bye-Law are:

- i. Sectioning the by-law in consultation of its high-strata sectioning.
- ii. Reviewing all Offices, Committees and their targeted activities/responsibilities and jurisdictions.
- iii. Construction of Faculty Islamic Base Association.
- iv. Merging and standardizing committees with similar / clash of activities.
- v. Monitoring of financial flow procedure

After essence discussion by the council, a 22-members committee (see the list below) was formed to deal with the matter accordingly which consist of 10 Executive members, 8 committees stakeholders, 2 FIBA reps and 2 Ex-Offico (ALUMNI). A stay-back exercise took place at Sheikh Dr. Aminuddeen MSSN Center, ADUSTECH Wudil between the period of 5th – 6th October, 2024. Henceforth, the compiled report of the committee is subject to Shura’s Adoption and Area Council’s Approval respectively.

According to Section 7.2(e) of MSSN “A” Zone Bye-Law which says: ‘they (Branches) shall make Bye-laws for details operations according to their local needs subject to the ratification and approval of their Area Council Executives (ACE)’ and with Section 1.6 of the A-Zone Bye-Law (1431 A.H = 2010 Edition) which says: ‘All Bye-laws from Area Units, Area Councils and Branches levels need the approval of the Zone (ZEC/ZWC), Area Units (SEC/SWC) and Area Council (ACE/CWC) respectively before their usages’; the Bye-Law was submitted to the MSSN Wudil Area Council on 27th October, 2024, after due deliberations by the Council, the Bye-Law has finally been approved to be executed by MSSN ADUSTECH Branch on 30th January, 2025 with note to some recommendations.

As directed by the Shura Supreme Council, prompt to the approval of the Bye-Law, a Constitutional Conference was conducted, with aimed to commence the Bye-Law into effect. The Conference served as the official dissolution of the existing Bye-Law and commencement of the revised edition into effect. The conference took place on Monday 11th Sha’aban, 1446 A.H corresponding to 10th February, 2025 at the New C. Mosque, Aliko Dangote University of Science and Technology, Wudil.

BYE-LAW REVIEW COMMITTEE MEMBERS

| S/N | NAME | DESIGNATION | POSITION | PHONE NO. |
|-----|------------------------------|-----------------|---------------|-------------|
| 1. | Umar Abdullahi Muhammad | Deputy Ameer I | Chairman | 08107363091 |
| 2. | Abubakar Muhammad Isma'il | Financial Sec. | Vice Chairman | 08166056116 |
| 3. | Ahmad Aminu Kabir | Secretary Gen | Secretary | 08068396433 |
| 4. | Abdullahi Abubakar Zakariyya | Treasurer | Member | 09034054272 |
| 5. | Ibrahim Auwal Magashi | Welfare | Member | 08101771640 |
| 6. | Abduljalil Lawan Muhammad | Ass. Sec.Gen | Member | 08126558310 |
| 7. | Musa Isah | P.R.O I | Member | 09064032664 |
| 8. | Aisha Sunusi Umar | Ameerah | Member | 09019670007 |
| 9. | Bilkisu Tijjani | Deputy Ameerah | Member | 08067491633 |
| 10. | Fatima Isah Zugachi | SECRETARY SW | Member | 09126637364 |
| 11. | Tamim Salihu Naroka | Chairman EEP | Member | 08145423946 |
| 12. | Yusuf Sufyan | Chairman TC | Member | 08088997287 |
| 13. | Ibrahim Muhammad Dalawa | Chairman ORG | Member | 09038308239 |
| 14. | Kamal Nura Abubakar | D.Chairman MC | Member | 08137402225 |
| 15. | Abdullahi Ibrahim Khalil | Secretary DC | Member | 08109964947 |
| 16. | Zainab Nana Musatpha | Chairperson QRF | Member | 08101458736 |
| 17. | Hauwa'u Ahmad Makama | Secretary IPC | Member | 08037468030 |
| 18. | Khadijat Abdullatif | Secretary ORG | Member | 08135958919 |
| 19. | Nazir Mahmud Maidaula | Wakeel FAAT | Member | 08140096090 |
| 20. | A'isha Labaran | Wakeelah FASCI | Member | 07047850737 |
| 21. | Muzammil Suleiman Ibrahim | Ex-Officio | Member | 08166264816 |
| 22. | Safiyanu Ahmad Muhammad | Ex-Officio | Member | 08066652994 |

SECTION ONE (INTRODUCTION)

1.1 PREAMBLE

In the name of ALLAH (SWT) the beneficent, the merciful. We (members of the Muslim Students' Society of Nigeria, Aliko Dangote University of Science and Technology Wudil Branch) firmly believe in Allah alone as the Sovereign, the Commander and the Nourisher of the Universe and all that it contains. We solemnly strive to transform our faith into actions and propagate the 'Dinul Allah' (Islam) fully and be absolutely committed to the cause of justice, emancipation of all oppressed and victimized people, especially the Muslims. We always work for the unification of Muslims regardless of colour, race, ethnicity and status through the guidance of Allah and practices of our holy Prophet Muhammad (SAW). Having firmly and faithfully resolved to respond to and uphold the clarion call of Allah that says: *"Let there arise from among you a group of people inviting to all that is good, enjoining what is virtuous and forbidding what is evil, and it is they who are the successful"* (Qur'an 3 verse 104).

1.2 SOURCES OF THE BYE-LAW

We do hereby enact this Bye-Law in accordance with Section 7.2 (e) of MSSN "A" Zone Bye-Law which says: *'they shall make bye-laws for details operations, according to their local needs subject to the ratification and approval of their Area Council Executives (ACE)'* and with Section 1.6 of the A-Zone Bye-Law (1431 A.H = 2010 Edition) which says: *'All bye-laws from Area Units, Area Councils and Branches levels need the approval of the Zone (ZEC/ZWC), Area Units (SEC/SWC) and Area Council (ACE/CWC) respectively before their usages'*.

1.3 DEFINITIONS OF TERMS

This section contains explanation and meanings of some terms used.

- (a) **MSSN:** Muslim Students' Society of Nigeria
- (b) **ADUSTECH:** Aliko Dangote University of Science and Technology
- (c) **BEC:** This means Branch Executive Council, which is the composition of branch officers piloting the affairs of MSSN at the branch level.
- (d) **Society:** This is used to refer to MSSN as a whole, either at the national or other levels.
- (e) **Shura:** Shura Supreme Council

- (f) **Sub-Shura Committee:** This is a composition of persons of good characters / manners assigned to do selection and nomination of new officers for official posts in the Society.
- (g) **Center:** Shiekh Dr. Aminuddeen Abubakar, MSSN ADUSTECH Secretariat
- (h) **FIBA:** Faculty Islamic Based Association
- (i) **EXCOS:** Executive Council
- (j) **Officer/Official:** A person holding a position/office in the Society
- (k) **Member:** General MSSN members participating at various level
- (l) **Naqeeb:** MSSN Chief Representative at the faculty level
- (m) **Naqeebah:** MSSN Female Head Representative at the faculty level
- (n) **Ummah:** Entire Muslim Students in the University
- (o) **Collaboration:** Relationship between office to office / committee to committee, which is coordinated by the secretariat.

1.4 AMENDMENT OF THE BYE-LAW

1. Any amendment to this bye-law may be proposed to the Shura Supreme Council by:
 - (a) Any member of the Shura Supreme Council;
 - (b) Any member of the Executive Council;
 - (c) Any member of the Society that desires an amendment of the bye-law; he/she shall pass his / her proposal to the Secretary General through his / her Chairman/Naqeeb.
2. Such proposals shall be drafted by the Shura Supreme Council
3. The Bye-Law can only be amended after a minimum of five (5) years from its commencement.
4. A committee shall be constituted by the Shura Supreme Council to carry out the amendment exercise and the committee shall comprise, but not be limited to the following delegations:
 - (a) Memembers of the Shura Supreme Council
 - (b) Members of the Executive Council from both wings
 - (c) Members of the ALUMNI
 - (d) Members of the Congress
5. The Shura shall provide, to the committee, the guidelines and the governing procedure for review which must include the notable and drafted proposal deemed to review.

1.5 BINDING FORCE

The provisions of this Bye-Law shall prevail and have superseding effects on the Bye-Law(s) before it, and shall be binding on all members and functionaries of the Society unless and until when any provision of this bye-law goes contrary to the Qur'an and Sunnah, which are the basis of the Shari'ah, the supreme constitution. Such provision shall remain invalid, null and void and will cease to be binding until and unless it is amended to be in conformity with the unlimited and supreme constitution, which is the Shari'ah.

SECTION TWO (OFFICIAL NAME & DETAILS)

2.1 NAME

The name of the society is known as the “Muslim Students’ Society of Nigeria”, hence, it shall be referred to as MSSN as a National Body and here in the Branch as ‘Muslim Students’ Society of Nigeria, Aliko Dangote University of Science and Technology Wudil (MSSN-ADUSTECH) Branch’. It was registered with the Federal Ministry of Internal Affairs (now Corporate Affairs Commission) and given Certificate of Incorporation on 14th day of October, 1982, with the Registration Number 1978.

2.2 MOTTO

The motto shall be “There is no deity worthy of worship except ALLAH and Muhammad (SAW) is His messenger”.

2.3 AIMS & OBJECTIVES

The following are the aims and objectives of the ‘Muslim Students’ Society of Nigeria, Aliko Dangote University of Science and Technology Wudil (MSSN-ADUSTECH) Branch’.

- 1) To bring all Muslims in closer union and inculcate in them the true Islamic spirit of brotherhood and absolute faith in Allah, as the only basis for the achievement of peace among mankind;
- 2) To establish an Islamic Ummah governed by the principles and rules of the Shari'ah;
- 3) To encourage the reading of the glorious Qur'an as a holy book, and Arabic as the lingua franca of the Islamic world;
- 4) To promote the general welfare of Muslims and safeguard their fundamental rights in the University;

- 5) To constitute a strong force for the propagation and strengthening of Islam in the University and the Community at large;
- 6) To promote peaceful co-existence between students in the University.

2.4 BASIS

The society believes firmly in the glorious Qur'an and the Sunnah of the noble Prophet Muhammad (SAW) as its cardinal basis and guide. It also recognizes the rules and principles of the Shari'ah as binding on all its members. It further believes and accepts the saying that "the acquisition of knowledge is a life-long process, which begins from the cradle to the grave".

2.5 VISION

To establish an Ummah governed by the principles and rules of the Shari'ah.

2.6 MISSION

To work relentlessly towards the establishment of a society that fosters all-round human development by continuously striving towards strengthening the Ummah educationally, spiritually and politically through a wide spectrum of activities in schools and the larger society in partnership with similar organizations. To succeed, the MSSN must ensure that its members are God- fearing, knowledgeable, united and possess superior moral values.

2.7 GOAL STATEMENT

The goal statements include among other things the following:

- a. Educate and train members on Islam as a complete way of life.
- b. Achieve an enhanced capacity building of the Ummah.
- c. Pursue Da'awah and enlightenment.
- d. Promote good governance.
- e. Empower members economically.

2.8 IDEALS

The ideals of the Ummah shall be the ideals of Islam as clearly spelt out in the Qur'an and Sunnah and must be respected by all. Some of these ideals are:

- a) Praying at the right time.
- b) Enjoining what is good and forbidding mischief anywhere within and outside the Campus.
- c) Strengthening of Islamic brotherhood by respecting one another's opinions.

- d) Responding to the calls of the Ummah.
- e) Adhering to the Sunnah as much as possible and encouraging others to do the same.
- f) Preaching Islam at the inter-personal level.
- g) Attending the Ummah's programmes regularly for soul and bodily awakening and religious development.
- h) Contributing as much as possible to the financial empowerment of the Ummah.
- i) Protecting the rights of the students in accordance with Islamic provisions.

2.9 SECRETARIAT

The Main Secretariat of the MSSN-ADUSTECH Branch shall be within the premises of Aliko Dangote University of Science and Technology Wudil Main Campus, P.M.B 3244 Kano State.

2.10 OFFICIAL ADDRESS

The address of the Branch *shall be at Sheikh Dr. Aminuddeen Abubakar Center, Aliko Dangote University of Science and Technology Wudil Main Campus, Wudil, P.M.B 3244 Kano State.

2.11 OFFICIAL PHONE NUMBER / EMAIL ADDRESS

The official contact phone number and email address of the Branch Secretariat are 08162126382 and mssnkustwudil@gmail.com respectively.

SECTION THREE (MEMBERSHIP)

3.1 DESCRIPTION

Membership of the Branch shall be opened to any Muslim student of Aliko Dangote University of Science and Technology Wudil, who is willing and ready to uphold the aims and objectives of the Society.

3.2 REPRESENTATION

A member is entitled to be sent as part of delegation or representation of his / her Branch to participate at national or international activities, programs or events.

3.3 RIGHTS AND OBLIGATIONS

A member is given rights / obligations to perform the following:

- (a) **Participation:** He / She is expected to participate fully in all programs, activities, and events of the Society.
 - (b) **Registration:** He / She is expected to do registration at any program, activity or events of the Society as may be determined.
 - (c) **Nomination:** He / She is entitled to be nominated into official post(s) as laid down by the Shura Committee.
 - (d) **Expression:** He / She has the right to express his / her opinions or views on issues and matters in accordance with Islamic ethics.
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SECTION FOUR (ORGANIZATIONAL STRUCTURE)

4.1 COMPOSITION OF THE BRANCH

The MSSN-ADUSTECH Branch comprises of the Shura Supreme Council, the Executives Council, Committees and Faculty Islamic Based Associations (FIBA).

4.2 LEVELS

The MSSN-ADUSTECH Branch is organized on three hierarchical levels, namely:

- (a) The Shura Supreme Council.
 - (b) The Executives Council.
 - (c) Base Level
 - i. All Standing Committees
 - ii. All Faculty-Based MSSN
 - (d) The Ummah (All Muslim Students)
-

SECTION FIVE (OFFICIAL POSITIONS)

5.1 DESIGNATED POSTS

The following shall constitute the Branch Official positions:-

- (1) Ameer
 - (2) Na'ibul Ameer I
 - (3) Na'ibul Ameer II
 - (4) Secretary-General
 - (5) Assistant Secretary-General
 - (6) Ameerah
-

- (7) Na'ibatul Ameerah
- (8) Secretary (Sister's Wing)
- (9) Public Relations Officer I
- (10) Public Relations Officer II
- (11) Financial Secretary
- (12) Treasurer
- (13) Auditor General
- (14) Welfare Officer
- (15) Public Relations Officer I (Sister's Wing)
- (16) Public Relations Officer II (Sister's Wing)
- (17) Welfare I (Sister's Wing)
- (18) Welfare II (Sister's Wing)
- (19) All Chairmen of Standing Committees
- (20) All Deputy Chairmen of Standing Committees
- (21) All Secretaries of Standing Committees
- (22) All Chairpersons of Standing Committees
- (23) All Deputy Chairpersons of Standing Committees
- (24) All Secretaries of Standing Committees (Sister's Wing)
- (25) All Nuqaba's of Faculties
- (26) All Naqeebaat's of Faculties
- (27) All Secretaries of Faculties

5.2 FUNCTIONS OF BRANCH OFFICERS

The various functions of Branch officers are outlined as follows:

1. Ameer

- I. He shall be the spiritual and administrative head of the Society in the Branch.
- II. He shall co-ordinate the activities of MSSN in the Branch with the cooperation of other BEC members.
- III. He is an automatic member/chairman of Shura supreme council.
- IV. He is one of the account signatories of all bank accounts of the Society.
- V. Alongside the Financial Secretary or Treasurer, he shall sign all vouchers and cheques of the society.
- VI. He is the chief custodian of all the society's assets.
- VII. He shall be responsible for constituting Ad-hoc committees, task forces and appointments in consultation with the BEC or Shura, as the case may be.

- VI. He is a representative of the Society in any internal & external issues.
- VII. He shall obtain materials and moral support for the Society.
- VIII. He shall be the spokesperson of the Society and shall interpret the Society to the University community and to the general public on behalf of the Society.
- IX. He has power to query erring members (executives or otherwise).
- X. He has the power to delegate any of his duties or power to any of the deputies, the secretary, or any member of the society, as he may deem fit.
- XI. He shall be the Chief Imam of all the MSSN Masaajid.
- XII. In case of a vacancy (such as due to death or personal resignation), the Shura shall appoint the new Ameer within forty-eight hours (48 hrs).
- XIII. Notwithstanding any other provisions of this constitution, the Ameer has the power to take any interim measure or action in case of emergency or urgency on any matter concerning the Society and he shall thereafter, at the earliest time possible, report to the BEC or the Shura for its ratification or final decision on the matter.

2. Na'ibul Ameer I

- I. He shall act as the Ameer in the absence of Ameer.
- II. He is an automatic member of the Shura Supreme Council.
- III. He shall assist the Ameer on any correspondence of the committees.
- IV. He shall carry out any other activities assigned by the Society.

3. Na'ibul Ameer II

- I. He shall act as the Ameer in the absence of Ameer and Na'ibul Ameer I.
- II. He is an automatic member of the Shura Supreme Council.
- III. He shall assist the Ameer on any correspondence on FIBA.
- IV. He shall carry out any other activities assigned by the Society.

4. Secretary General

- I. He shall be responsible for the smooth running of the Secretariat.
- II. He shall bear the responsibilities for administrative organization of the Society.
- III. He shall be in close contact with the Ameer on all correspondences.
- IV. He shall sustain good relationship between the Society & the management of the University.
- V. He shall ensure effective documentation of all records of members and activities of the Society.
- VI. He shall make and manage appointments on the Society's decision.
- VII. He is an automatic member and Secretary of the Shura Supreme Council.
- VIII. He shall write replies for all internal and external letters on the Ameer's directives.

- IX. He shall work to ensure that all minutes of meetings of the Society are well taken and documented.
- X. He shall prepare end of semester and annual reports of behalf of the Society.
- XI. He is responsible for summoning all Shura, Executive and general meetings on the Chairman / Ameer's directives, as the case may be.
- XII. He shall disperse information to Public Relation Officer.
- XIII. He shall be in closed contact with all Secretaries of committees and FIBA.
- XIV. He shall carryout any other activities assigned by the Society.

5. Assistant Secretary General

- I. He shall assist the Secretary General in all his duties.
- II. He shall act as the Secretary General in his absence.
- III. He shall perform any activities assigned to him by the Society.

6. Financial Secretary

- I. He shall keep all the financial records of the Society.
- II. He shall prepare the balance of financial records and present them on demand, in collaboration with the Treasurer.
- III. He shall prepare and read the annual budget of the Society.
- IV. He shall be one of the account signatories of the Society.
- V. He shall be in charge of collecting all dues, donations and solicitations.
- VIII. He shall be the Chairman of fundraising committee.
- IX. Automatic member of Shura supreme council.
- X. He shall be in charge of monitoring the financial policy of the Society.
- XI. He shall be in close contact with all the Financial Secretaries of committees and FIBA.
- XII. He shall carryout any other activities assigned to him by the Society.

7. Treasurer

- I. He shall be in charge of keeping and recording funds of the Society.
- II. He shall manage in and out transaction of the Society under the order of Ameer.
- III. He shall be one of the account signatories of the Society.
- IV. He shall be in charge of keeping the Society's cheques.
- V. He shall prepare the balance of financial records and present them on demand, in collaboration with the Financial Secretary.
- VI. He shall be in charge of keeping records of value of all the properties of the Society (movable & non-movable) in collaboration with asset and maintenance.
- VII. He shall be a member of fundraising committee.
- VIII. He shall carryout any other activities assigned to him by the Society.

8. Auditor General

- I. He shall be responsible for verification of financial reports on both income & expenditure of the Society.
- II. He shall keep audited report that are very sensitive, as it is a top secret of the Society.
- III. He shall audit all the activities of committees and FIBA.
- IV. He shall present / submit audited report to the Society on demand.
- V. He shall carryout any other activities assigned to him by the Society.

9. Public Relations Officer (PRO) I

- I. He shall be the link between the Society and the general public through the mass media and other avenues of communication.
- II. He shall dispense information from the Society to the University at large and vise-versa.
- III. He shall be answerable to Secretary General on any correspondence.
- IV. The ICT committee shall be answerable to office of the PRO for the dispersing of information on social media and other platforms.
- V. He shall be disseminating information to members through Bulk SMS.
- VI. He shall be in closed contact with all the PROs of committees and FIBA.
- VII. He shall be the Chairman of mobilizing committee.
- VIII. He shall carryout any other activities assigned to him by the Society.

10. Public Relations Officer (PRO) II

- I. He shall be in charge of the Society's notice board and suggestion box.
- II. He shall assist P.R.O I on disseminating information within the campus and the Masaajid.
- III. He shall act as the PRO in the absence of PRO I.
- IV. He shall be a member of mobilizing committee.
- V. He shall carryout any other activities assigned to him by the Society.

11. Welfare Officer

- I. He shall be in charge of the welfare of the Society in collaboration with the secretariat.
- II. He shall liaise with the Health Committee to make sure that first aid items needed by patients are provided.
- III. He shall provide the necessary comfort to the students (e.g. organizing sport competition, MSSN picnic (SIYAHA) and so on).
- IV. He shall carryout any other activities assigned to him by the Society.

12. Ameerah

- I. She shall coordinate all the activities and affairs of MSSN from the sisters' wing.
- II. She shall ensure good relationship with Sister-Based Organizations, female lecturers, staffs, hostel admins, and so on.
- III. She shall maintain good relationship among sisters in the hostels.
- IV. She has the right to delegate any of her duties to Na'ibatul Ameerah or any member as she deems fit and when the need arises.
- V. She shall represent the Ameer in all affairs concerning the sisters.
- VI. She shall carryout any other activities assigned to her by the Ameer.

13. Na'ibatul Ameerah

- I. She shall act as the Ameerah in the absence of Ameerah.
- II. She shall assist the Ameerah in all correspondences.
- III. She shall carryout any other activities assigned to her by the Society.

14. Secretary (Sister's Wing)

- I. She shall keep close contact with the Ameerah on all correspondences.
- II. She shall work closely with the Secretary General for input on any correspondences..
- III. She shall ensure effective documentation of all the activities of the Society from the sisters' wing.
- IV. She shall prepare sisters' end of semester and session report in collaboration with the Secretary General.
- V. She shall ensure that all meetings on sisters' program are effectively organized and minutes taken and documented.
- VI. She shall carryout duties assigned to her by the Society.
- VII. She shall be in touch with all sisters' secretaries of committees and FIBA.

15. Welfare I (Sister's Wing)

- I. She shall work hand in hand with the welfare officer.
- II. She shall be in charge of all the welfare of the sisters; wing.
- III. She shall liaise with the health committee to make sure that all the items needed by patients in the sister's first aid box are provided.
- IV. She shall carry out any activities assigned to by the Society.

16. Welfare II (Sister's Wing)

- I. She shall assist the Welfare I and act in her absence.
- II. She shall work closely with the Welfare I.
- III. She shall carry out any activities assigned to her by the Society.

17. P.R.O I (Sister's Wing)

- I. She shall assist the PRO in disseminating information within the hostels in sisters' wing.
- II. She shall be a member of mobilizing committee.
- III. She shall carryout duties assigned to her by the Society.

18. PRO II (Sister's Wing)

- I. She shall assist the PRO I (Sisters' Wing) and act in her absence.
- II. She shall be a member of mobilizing committee
- III. She shall carryout duties assigned to her by Ameer, Ameerah or the general PRO.

19. Committee Chairman

- I. He shall serve as the head and chief representative of the committee, including in the Society's general meeting.
- II. He shall be in charge of monitoring all the affairs of the committee and its members.
- III. He shall ensure a smooth function of the committee.
- IV. He shall serve as the spokesperson of the committee.
- V. He shall report and work hand-in-hand with his coordinator.
- VI. He shall carry out any duties assigned to him by the Society.

20. Chairperson

- I. She shall serve as the head of the committee from the sisters' wings.
- II. She shall serve as the representative of the committee, including in the Society's general meeting.
- III. She shall be in charge of monitoring all female affairs in the committee.
- IV. She shall ensure active participation of sisters in the committee.
- V. She shall serve as the spokesperson of the committee.
- VI. She shall carry out any duties assigned to her by the Society

22. Deputy Chairman

- I. He should work to assist the chairman in all the correspondences of the committee.
- II. He shall act as the chairman in the absence of the chairman.
- III. He shall carry out duties assigned to him by the Society.

23. Deputy Chairperson

- I. She shall work to assist the chairperson in all correspondences.
- II. She shall act for her in her absence.
- III. She shall carryout duties assigned to her by the Society.

24. Secretary Committee

- I. He shall ensure effective documentation of committees' activities.
- II. He shall ensure effective organization of committee meetings and minutes taking.
- III. H shall be a member of the committee in the Society's general meeting.
- IV. He shall present regular reports of committees' activities during the general meeting, including the end of the semester and session report in collaboration with the sisters' secretary.
- V. He shall carry out any activities assigned to him by the Society..

25. Secretary Committee (Sister's Wing)

- I. She shall work hand in hand with the committee secretary.
- II. She shall ensure effective documentation of the committees' activities from sisters' wings.
- III. She shall ensure effective organization of the committee meetings and minutes taking on behalf of the committee secretary or in his absences.
- IV. She shall be a member of the committee in the Society's general meeting.
- V. She shall carry out any activities assigned to her by the Society.

26. Naqeeb

- I. He shall serve as chief representative of the society at the faculty level.
- II. He shall monitor, coordinate and supervise the sensitization of information dissemination on all the Society's programs to its members and faculty staff.
- III. He shall attend the general meeting of the Society.
- IV. He shall serve as the spokesperson of the faculty.
- V. He shall carry out any activities assigned to him by the Society.

27. Naqeebah

- I. She shall serve as a female head representative of the society at the faculty level.
- II. She shall ensure active participation of sisters in the faculty.
- III. She shall be in charge of monitoring all female affairs at the faculty.
- IV. She shall attend general meetings of the Society.
- V. She shall serve as the spokesperson of the faculty.
- VI. She shall carry out any activities assigned to her by the Society.

28. Secretary

- I. He/she ensure effective documentation of all faculties' activities.
- II. He/she ensure effective organization of the FIBA – MSSN meeting and minutes taking.

- III. He/shall be a member of the FIBA during MSSN general activities and prepare end of the semester / session reports.
- IV. He/she shall carry out any activities assigned to them by the Society.

5.3 TENURE OF OFFICE

- a. All members of the Branch Executive Council (BEC) shall hold office for a period of one (1) session, but it is eligible for renewal for another term (of one session) at the instance of the Sub Shura Committee.
- b. At the end of the session, all offices stand to be vacant unless the due procedure for EXCOS nomination is followed. Following any reason that might be, a transition committee shall be established by the Shura Supreme Council to manage the affairs of the society, pending the due procedure of nomination.
- c. Multiple portfolios (positions) should strictly be avoided for any official of the Society, so as to ensure effective discharge of one's responsibilities and to enable rooms for others to contribute their quota.
- d. The Ameer and the Secretary General should not serve more than two terms in the office, except where the Branch finds it expedient.
- e. Where the Ameer fails to call for the set up of the Shura Committee at the appropriate time, any member of the EXCO shall have the liberty to call the attention of the Area Unit on that through the Higher Institution Majlis (HIM) Committee or the Area Council.

5.4 RESIGNATION OF OFFICERS

An officer (after being appointed into BEC official) can tender his or her letter of resignation (with reasons) to the Shura Supreme Council and after due consideration, the Council may approve it.

5.5 REMOVAL OF OFFICERS

Any officer can be removed from his or her post for:

- (a) inability to discharge the function of the office;
- (b) misconduct or deliberate absence from meetings for three consecutive times without formal notification;
- (c) guilty and convicted of un-Islamic manners or acts by the Discipline Committee.

5.6 COMPOSITION OF THE SHURA SUPREME COUNCIL

The composition of Shura Supreme Council membership shall be strictly for persons of good conduct and character, trustworthy as well as Shari'ah obedient. However, some principal officers of the Society (i.e Ameer, Na'ibul Ameer I & II, Secretary General,

Financial Secretary and Da’awah Chairman) are automatic members of The Shura Supreme Council.

- 5.7 **COMPOSITION OF BRANCH EXECUTIVE COUNCIL (BEC)** The composition of Branch Executive Council (BEC) shall be nominated by the Sub shura Committee to pilot the affairs of the Society at the Branch level, which shall comprise of all principal officers (from Ameer down to the Welfare officer from both brothers’ and sisters’ wings).

SECTION SIX

(THE SHURA SUPREME COUNCIL, EXECUTIVE COUNCIL AND SUB-SHURA COMMITTEE)

- 6.1 **Membership of the Shura Supreme Council:** The following offices are automatic members of the Shura:

- | | | |
|------------------------|---|-----------|
| 1. Ameer | - | Chairman |
| 2. Na’ibul Ameer I | - | Member |
| 3. Na’ibul Ameer II | - | Member |
| 4. Secretary General | - | Secretary |
| 5. Financial Secretary | - | Member |
| 6. Da’awah Chairman | - | Member |

NB: The remaining members are to be nominated by the existing Shura under the approval of the Chairman.

6.2 Functions of the Shura Supreme Council:

The special powers conferred on the Shura Supreme Council are as follows:

- I. They serve as the disciplinary committee.
 - a. They can call any member to order for any case.
 - b. They can query any member that is absent in two consecutive meetings or found to be inactive on his duty.
 - c. They can suspend any member from his post as a warning to come into order of the MSSN.
 - d. They can change any member of any post with a deserved person, if the member is not answerable to the Shura Supreme Council or found to be of a questionable behavior.
- II. They preside over the affairs of the Society.
- III. They shall always prioritize the Islamic Shari’ah on making any decisions.

- IV. They are responsible for approving the action plan and budget of the Society for the session.
- V. They are responsible to respond after the decision of the executive council.
- VI. They shall be seating for meeting at least once a month or as the case may be.
- VII. They can invite any member (and ask for the input on any correspondence) to meetings when the need arises.
- VIII. Four (4) members shall form a quorum for meetings to start.
- IX. The number of members shall be odd (at least 9 but not more than 11) for voting if the need arises.
- X. The rest of the members shall be from the congress, and the congress should include ALUMNI, Muslim Forum, Area Council etc.
- XI. Shura shall be responsible for constituting Sub-Shura Committee after four weeks, but not more than six weeks of the second semester.
- XII. They shall be responsible for setting timeframe for the duties of Sub-Shura Committee.
- XIII. They are responsible for changing the nomination letter if the need arises.

6.3 TENURE AND TERMINATION OF SHURA MEMBERSHIP

Membership of the Shura lasts for one (1) academic session which is subject to renewal. Membership can be terminated if a member is found guilty of MISCONDUCT genuinely proved or by personal resignation or death.

6.4 POWERS OF THE BRANCH EXECUTIVE COUNCIL (BEC)

The special power conferred on the Branch Executive Council (BEC) are as follows:

1. Implementing the decision made by the Shura Supreme Council,
2. Assigning task force on the standing committees,
3. Being representatives of the society
4. Initiating and coordinating all the projects approved to be executed by BEC or Shura,
5. Discussing and resolving any issue/problem in the Society and forwarding the case to the Shura Supreme Council if the prolem persists
6. Joining hands together to perform tasks for any member.

6.5.1 SUB-SHURA COMMITTEE

This is a composition of persons of good characters / manners assigned to do selection and nomination of new officers for official posts in the Society upon termination of one stewardship and proceeding to another.

6.5.2 Composition of the Sub-Shura Committee

- I. The number of member of the Sub-Shura Committee should be odd (7-11) for voting if the need arises.
- II. Members shall be outgoing students and from both genders.
- III. The committee shall comprise of a selection from the executive members, committees and faculty officials as well as representative (s) from the Area Unit, Area Council and ALUMNI.
- IV. The University management (i.e. Students' Affairs Division), Patrons and Advisers of the society are expected to be notified on the processes upon compilation.
- V. An occasion shall be organized to invite principal officers, patrons and the general public for handing / taking over events. This shall be in collaboration with the secretariat.

6.5.3 POSTS

The following are the posts to be appointed by the Shura Supreme Council to carry out the duties of nomination.

1. Chairman
2. Deputy Chairman
3. Secretary

6.5.4 FUNCTIONS OF THE SUB-SHURA COMMITTEE

- I. They are responsible for screening and nomination exercise for new executives.
- II. They mobilize members and propose the position of the leaders to be nominated.
- III. The Sub-Shura Committee shall set intervals and shall have power to summon and interview any nominee or any member of the Society in order to determine the eligibility or otherwise of any of the nominees for appointment.
- IV. The Sub-Shura shall have the power to set up rules and regulations for the purpose of ensuring a free and fair appointment of officers.
- V. With the exemption of the Executive Council, only six (6) offices (Chairman, Deputy Chairman and Secretary from both wings) three (3) (Naqeeb, Naqeebah and Secretary) are to be appointed by the Sub-Shura at committee and faculty levels respectively.
- VI. The Sub-Shura reserves the right to call for additional nomination(s) from the Shura Supreme Council before the conclusion of the nomination process, where this is considered expedient by the Sub-Shura.

- VII. The report of the Sub-Shura, including results of appointments, shall be released by the Chairman of the Sub-Shura to the Shura Supreme Council at the instance upon completion of at least one (1) week to the handing-over of the outgoing EXCOS, This shall be final pending the dissolution of the outgoing EXCOS by the Chairman and such report shall be submitted to the incoming Ameer.
 - VIII. The Sub-Shura carries out all activities assigned by the Shura Supreme Council under specified Term of Reference.
 - IX. The functions of the Sub-Shura ends after the appointment and inauguration of the new executives of the Society.
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SECTION SEVEN (MSSN-ADUSTECH MEETINGS)

7.1. SHURA SUPREME COUNCIL MEETINGS

The Shura shall hold meetings at least once in a month or as the case may be, either at the MSSN center or any place as directed by the Council. An emergency meeting may be summoned by the Ameer in collaboration with the Secretary General if the need arises. Information for such meetings may be verbal or formal (through SMS, WhatsApp, letters, or short messages) and all Shura members are expected to be in attendance.

7.2 EXECUTIVE COUNCIL MEETINGS

The Branch Executive Council (BEC) shall hold meetings regularly and at least twice in a month as the case may be, either at the MSSN center or any place as directed by the Executive Council. An emergency meeting may be summoned by the Ameer in collaboration with the Secretary-General if the need arises. Information for such meetings may be verbal or formal (through SMS, WhatsApp, letters, or short messages) and all Executive members are expected to be in attendance.

7.3 GENERAL MEETINGS

The Branch Executive Council (BEC) shall hold its general meetings regularly and at least twice in a month as the case may be, either at the MSSN center or any place as directed by the Executive Council. An emergency meeting may be summoned by the Ameer in collaboration with the Secretary General if the need arises. Information for such meetings may be verbal or formal (through SMS, WhatsApp, letters, or short messages) and all EXCOS are expected to be in attendance.

7.4 CONGRESS (UMMAH) MEETINGS

The Branch Executive Council (BEC) shall hold congress meetings regularly and at least once in a session as the case may be, either at the MSSN center or any place as directed by the Executive Council.

7.5 CONDUCTS OF MEMBERS AT MEETINGS

The conducts of members at any Branch meetings are outlined as follows:

- a) The BEC meetings may proceed the Shura meetings;
- b) Members must attend all meetings regularly and punctually;
- c) A member shall seek permission before he / she talks during the meeting or when going out before the end of the meeting and shall not proceed until the permission is granted by the presiding officer;
- d) Members are encourages to first introduce himself or herself at meetings before giving contribution;
- e) There should be proper decorum in the meeting and there should not be side talks;
- f) All members present at meetings must sign the attendance list/book;
- g) When anyone is called to speak, he / she should do so without any rancour or ill-feeling. If he/she is ask to stop, he / she should do so and say ‘Alhamdulillah’;
- h) The use of abusive language or offensive nicknames is not allowed in Islamic gatherings. Any member found guilty shall be reprimanded and/or disciplined;
- i) Members must be punctual and smart.
- j) Members must come to meetings with their files, books and any other document under their custody when the need arises.
- k) Members must come with writing materials (jotters) to write down important points discussed in a meeting.
- l) Any member who absents himself/herself without any reason or prior notification to the Secretary General shall be penalized accordingly.

SECTION EIGHT (PROGRAMS)

8.1 DESCRIPTION

The MSSN-ADUSTECH has major annual programs, namely: Annual Fresher's Orientation, Annual Sisters' Cycle, Ramadan Iftar Feeding Scheme, Annual Ta'alimat Daurah, Qur'an and Hadith Musabaqa, Da'awah Visitation and Trip, Imams and Mu'azzins Seminar among others that are organized and decided by the BEC / Shura.

8.2 REVIEW OF BRANCH PROGRAMS

Any program may be subjected to review (for addition or subtraction) from time to time by the BEC and approved by the Shura.

SECTION NINE (COMMITTEES)

9.1 STANDING COMMITTEES These shall include:

1.ASSETS AND MAINTENANCE COMMITTEE

This committee shall take charge of purchase, repairs, development and selling of old spare parts, machinery, equipment, vehicles and the likes owned by MSSN ADUSTECH either movable or non-movable in collaboration with the Treasurer of the Society. The duties of the committee include:

- I.** Refurbishing of all available assets of the Society.
- II.** Keeping proper record of all the Society's assets.
- III.** Serving as the technical advisory body to the Society, in consultation with experts where necessary.
- IV.** Coordinating mobility of appliances.
- V.** Being responsible for running and maintenance of the Society's assets and properties.
- VI.** Collaborating with all the relevant committees for monitoring and mobility of assets.
- VII.** Being responsible for running and maintenance of the Society's assets and properties
- VIII.** Being in-charge of all the vehicles (mobile) of the Society
- IX.** Being responsible for conveyance of members and assets during MSSN journeys / programs
- X.** Being responsible for working out modalities for acquiring vehicle(s)
- XI.** Carrying out any other activities assigned to the committee by the Society

2. BUSINESS COMMITTEE

The duties of this committee include:

- I. Maintaining and managing the MSSN business investments/shops.
- II. Naming all the shops owned by the MSSN as ‘MSSN SHOP’.
- III. Recording all investments which should be available in a standard format i.e. soft and hard copies.
- IV. Assigning experienced, interested and well-deserved people in the MSSN Shops.
- V. Carrying out any other activities assigned to the committee by the Society.

NB: All business activities shall be under the supervision of AuditorGgeneral and coordinated by the Shura Supreme Council by imposing strictness.

3. CAPITAL PROJECT COMMITTEE

The duties of this committee include:

- I. Designing the budget and sourcing of funding for the Society’s capital projects.
- II. Liaising with the secretariat on any project and release of solicitation letters.
- III. Supervising the building, renovation and progress of the capital projects of the Society
- IV. Supervising, controlling and effecting payments in respect of all the projects approved to be executed by the Shura Supreme Council or the executive council, as the case may be.
- V. Carrying out any other activities assigned to the committee by the society.

4. DA'AWAH COMMITTEE

The duties of this committee include:

- I. Sustaining both internal and external Campus Da’awah.
- II. Organizing and posting of pre-khutbah to the University Jumu’at mosque in collaboration with the Muslim Forum.
- III. Conducting public lectures within the University.
- IV. Designing and disseminating MSSN publications in collaboration with the secretariat and ICT committee.
- V. Organizing pre-Ramadan lecture in collaboration with Ta'alimat committee.
- VI. Conducting individual contact Da’awah.
- VII. Organizing MSSN Da’awah trip in the second semester of each session,
- VIII. Organizing MSSN Da’awah visitation in the first semester of each session.
- IX. Conducting classes for comparative religion.

- X.** Screening the speakers and posting of on and off campus Da'awah and providing a license ticket.
- XI.** Conducting MSSN Lecture Week.
- XII.** The Chairman is an Automatic member of the Shura
- XIII.** Carrying out any other activities assigned to the committee by the Society

5. EDUCATION COMMITTEE

The duties of this committee include:

- I.** Conducting central tutorials for level 100 students and faculty based for other levels (200 and 300) in collaboration with FIBAs.
- II.** Organizing academic gateway programs to the students.
- III.** Organizing guidance and counseling programs.
- IV.** Pointing and organizing academic tutorials for MSSN executives that have poor performance.
- V.** Organizing Education and Motivational Quiz Competitions.
- VI.** Carrying out any other activities assigned to the committee by the Society

6. ENTREPRENEURSHIP (EEP) COMMITTEE

The duties of this committee include:

- I.** Organizing skills acquisition training.
- II.** Generating of new ideas and/or standardized business.
- III.** Organizing lectures and workshops on modern business strategies.
- IV.** Being in charge of linkages with donors and philanthropist in financing business.
- V.** Collaborating with the Business Committee for marketing and investment.
- VI.** Carrying out any other activities assigned to the committee by the society

7. HEALTH COMMITTEE

The duties of this committee include:

- I.** Conducting regular campus awareness on hygiene.
- II.** Giving only first aid and advice.
- III.** Giving first aid during programs in collaboration with the Organizing Committee.
- IV.** Conducting first aid training to its members and interested people.
- V.** Collaborating with the University Clinic in attaining first aid standards.
- VI.** Carrying out any other activities assigned to the committee by the Society.

8. INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) COMMITTEE

The duties of this committee include:

- I.** Managing all social media platforms belonging to the Society.
- II.** Managing the printing press and ICT center of the Society in collaboration with the Business Committee.
- III.** Managing the website of the Society.
- IV.** Being in-charge of recordings and live streaming and storing multimedia (such as pictures, video coverage etc) in all the MSSN programs.
- V.** Being answerable to the office of the PRO for the passage of information on social media and platforms.
- VI.** Collaborating with all the other committees during their programs and activities.
- VII.** Carrying out any other activities assigned to the committee by the Society.

9. ISLAMIC POLITICAL CLASS (IPC) COMMITTEE

The duties of this committee include:

- I.** Organizing campus discourses at the beginning of each month.
- II.** Organizing Islamic political classes at the end of each month.
- III.** Selecting national and international speakers and topics to be discussed.
- IV.** Collaborating with all the relevant committees on competitions.
- V.** Carrying out any other activities assigned to the committee by the Society.

10. MASJID COMMITTEE

The duties of this committee include:

- I.** Maintaining and coordinating all the MSSN Masaajid and Musallah within and outside the campus.
- II.** Organizing Imams and Mu'azzin's seminar at the beginning of the first semester and coordinated by the secretariat.
- III.** Keeping and maintaining the records of lost but found items and forwarding the unresponded to the Assets and Maintenance Committee at the end of each month

- IV.** Screening and posting of Imams/Mu’azzins to all the MSSN Masaajid and Musallah in collaboration with Qur’anic Reciters Forum and Ta’alimat Committee.
- V.** Carrying out any other activities assigned to the committee by the Society.

***NB:** All Masaajid located in faculties should be coordinated in collaboration with FIBA*

11. ORGANIZING COMMITTEE

The duties of this committee include:

- I.** Organizing each and every program of the MSSN.
- II.** Serving as the security of the Society during programs.
- III.** Conducting fitness training exercise to the members of committees and interested people.
- IV.** Satisfying the Society with anything needed on any program.
- V.** Carrying out any other activities assigned to the committee by the society.

12. QUR’ANIC RECITERS FORUM (QRF)

The duties of this forum include:

- I.** Conducting Qur’anic Recitation Classes.
- II.** Leading Ramadan prayers (i.e. Taraweeh and Tahajjud).
- III.** Conducting Musaffa, Tajweed, Qira’at and Tadrib Classes.
- IV.** Organizing Qur’anic Musabaqah, such as: Inter-faculty, Wudil inter-Tahfiz and Inter-institutions and so on.
- V.** Conducting open Recitation Class.
- VI.** Inculcating the spirit of Qur’anic recitation and memorization among students through mass media and other relevant avenues.
- VII.** Performing Ruqya and Ruqya orientation in collaboration with the Ta’alimat Committee
- VIII.** Organizing Quranic Daurah in collaboration with the Secretariat.
- IX.** Carrying out any other activities assigned to the forum by the Society.

13. TA’ALIMAT COMMITTEE

The duties of this committee include:

- I.** Conducting of MSSN Islamiyya, Hadith and Arabic Classes for both brothers and sisters.
- II.** Conducting Special Class (Non-Hausa).
- III.** Conducting outing, masaajid and zaure ta’alimat.

- IV. Organizing orientation program for Islamiyya teachers.
- V. Organizing Ta'alimat Daurah on various aspects of Islamic knowledge.
- VI. Organizing Islamic quiz competitions in collaboration with relevant committees.
- VII. Carrying out any other activities assigned to the committee by the Society.

14. WRITERS' FORUM

The duties of this committee include:

- I. Inculcating the spirit of writing and presentation among the students.
- II. Being responsible for writing and production of MSSN magazine, pamphlets, stickers and handbooks in collaboration with relevant committees where expedient.
- III. Receiving all articles for scrutiny and publication.
- IV. Carrying out any other activities assigned to the committee by the Society.

15. FACULTY ISLAMIC-BASED ASSOCIATION (FIBA)

The association consists of the executive officers managing the affairs of the MSSN at the faculty level, including the Naqeeb, the Naqeebah and the Secretary, and headed by The Naqeeb.

Functions of the Association:

- I. They shall serve as MSSN representatives in their respective faculties.
- II. They shall be answerable to the BEC.
- III. They shall maintain internal relationship between MSSN and/with their faculty management and other unions within the faculty.
- IV. They shall conduct programs aimed to islamatize their field of studies,
- V. They shall be responsible for maintaining and coordinating Masaajid/ Musalla in their faculties and/or departments in collaboration with the Masaajid committee.
- VI. They shall emphasize on conducting enlightenment programs and individual awareness on the MSSN and Islam in general, to their respective members and the general public.
- VII. They can conduct Islamiyya, Qur'anic and tutorial classes to their faculty members under the approval of the secretariat and in collaboration with the QRF, Ta'alimat and Education Committees respectively.
- VIII. They should keep, maintain and announce all lost but found items in their faculties.
- IX. All their programs are to be coordinated by the Na'ibul Ameer II of the Society.
- X. They shall make emphasis on searching and announcing MSSN programs to their faculty members, such as MSSN Classes and activities.
- XI. They shall carry out any other duty that is assigned to them by the Society.

9.2 AD-HOC COMMITTEE: The Shura / BEC shall set up some AD HOC Committee(s) when the need arises. Examples include:

- (a) The Shura Committee
- (b) The Bye-law Review Committee
- (c) The Fresher's Orientation Committee
- (d) The Fundraising/Solicitation Committee
- (e) The Ramadan Iftar Feeding Scheme
- (f) The Sallah Walima Committee
- (g) The Visitation Committee
- (h) The Magazine Committee
- (i) The MAGACO Committee
- (j) The MSSN Grand Week Committee
- (k) Any other Committees as may be decided by the BEC / Shura.

And upon completion of the tasks / assignments given, the AD-HOC committee shall be dissolved by the BEC / Shura.

9.3 FUNCTIONS OR TERMS OF REFERENCE (TOR)

Each responsibility shall be given specific functions and duties (Executives, Committees & FIBA) from Sub Shurah, while the AD-HOC committee shall receive their TOR from the Secretariat. NOTE: TOR should be strictly adhered to, while failure attracts consequences.

SECTION TEN (DISCIPLINES OF MEMBERS)

- 10.1 OFFICERS / MEMBERS:** The Shura Supreme Council shall have the power to discipline any officer or member that is found guilty of behaving in unacceptable manners / acts which were contrary to the laid down rules and regulations of the Society and the Shari'ah.
- 10.2** The member shall appear before a Disciplinary Committee set up to ascertain the alleged offences or acts and recommend disciplinary measures for him or her.
- 10.3** Any member of the Society shall be appropriately disciplined, if found guilty of misconduct by the ruling body of the Society i.e. the Shura Supreme Council in accordance with the provision of the Shari'ah. Any external aggression or trespass shall be dealt with accordingly without fear or favour.

10.4 DISCIPLINARY MEASURES: The methods / measures of discipline shall include:

- (a) Suspension from the office if he / she is an officer in the Society;
- (b) Withdrawal from any meetings or programs;
- (c) Removal of an officer shall be deemed appropriate if :
 - He/she is unable to discharge the duties of his/her office.
 - He/she failed to abide with the constitution / bye-laws of the Society.
 - He/she acts contrary to the Islamic code of conducts.

SECTION ELEVEN (FINANCE / FUNDING)

14.1 SOURCE OF INCOME The financial Secretary shall receive funds / money from the following sources:

- a) Annual dues from Students;
- b) Fund-raising and donation;
- c) Proceeds of business investment;
- d) Zakat and other sources of income, as agreed by the BEC / Shura.

14.2 EXPENDITURE OF FUNDS The expenditure of the incomes shall be for three activities as follows:

- (a) Administrative / Secretariat expenditures;
- (b) Running, planning and execution of programs and activities; and
- (c) Projects.

SECTION TWELVE

(PATRONS/PATRONESS OF THE MSSN-ADUSTECH)

12.1 DESCRIPTION

The MSSN-ADUSTECH shall have power to appoint, nominate and select Muslim staff, who have given financial and moral supports and have contributed meaningfully to the Society or the Muslim Ummah. Their categories shall include the following:

- (a) Patrons / Patronesses: They shall be appointed as pillars of the Society in terms of financial, moral, and assistance supports;
- (b) Advisers: They shall be advisers on legal / media related issues related to the Society.

12.2 APPOINTMENT

Their nominations and selections shall be reviewed by BEC and approved by the Shura.

12.3 QUALIFICATION

The criteria for their nomination/selection shall include:

- (a) a pious, enlightened and dedicated Muslims;
- (b) an interested Muslims determined to uplift Islam;
- (c) a committed Muslims ready to be identified with the aims and objectives of the Society.

SECTION THIRTEEN (RELATIONSHIPS AND COMMUNICATIONS)

13.1 RELATIONSHIPS: The Society shall work in maintaining relationship with the following groups:

a) **ISLAMIC-BASED ORGANIZATIONS (IBO)**

The Society shall maintain cordial relationships with any Islamic bodies, organizations or associations that have the same goals, missions, and visions to attain the global Islamic objectives.

b) **FAITH-BASED ORGANIZATIONS (FBO)**

The Society shall relate to any non-Muslim organization that do not see Islam or Muslim as a threat in any community.

c) **COMMUNITY-BASED ORGANIZATIONS (CBO)**

The Society shall

contribute her quotas in any community that gives Islam / Muslim their fundamental rights and obligations.

d) **UNIVERSITY COMMUNITY**

The Society shall maintain cordial relationships with the University Management, Muslim Forum, Academic Staff Union of Universities (ASUU), Faculties, Students Union Bodies and other associations that have similar goals, missions, and visions to attain the global Islamic objectives.

e) **NEIGHBOURING BRANCHES**

The Society shall work closely to maintain good relationship with the MSSN Branches.

13.2 COMMUNICATIONS

- a) All letters to the University management or any individual or organization shall be: written by the Secretary General of the society with the consent of the Ameer.
- b) No any committee or association under MSSN shall communicate with anybody or authority except with the consent and approval of the Ameer.
- c) Any inter-committee/FIBA communication, collaboration or liaising shall take place through the secretariat.

SECTION FOURTEEN (SPECIAL PROVISIONS)

14.1 NEW PROGRAM/ACTIVITY Any program or activity not covered by this bye-law and is found to be relevant and acceptable by the Shura or BEC shall be executed under the office of the Ameer

14.2 SPECIAL CLAUSE The clause '*carrying out any other activities assigned by the Society*' refers to the office of the Ameer, the Secretary and any office in higher-strata or at a position capable to assign such an activity or duty.

14.3 INTERPRETATION OF THE BYE-LAW This Bye-Law or any part of it shall only be interpreted by a member of the Shura Supreme Council or any principal officer, specially the Ameer, the Naibatil-Ameer I & II and the Secretary General of the Society.

SECTION FIFTEEN (CITATION AND COMMENCEMENT)

This bye-law shall be cited as '*The Bye-Law of the Muslim Students' Society of Nigeria, Aliko Dangote University of Science and Technology, Wudil Branch (Act 1446AH/2024C.E)*' and will come to effect from *11th Sha'aban, 1446A.H equivalent to 10th February, 2025C.E.*

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

جمعية الطلبة المسلمين بنيجيريا

MUSLIM STUDENTS' SOCIETY OF NIGERIA

ALIKO DANGOTE UNIVERSITY OF SCIENCE AND TECHNOLOGY WUDIL BRANCH
P. M. B 3244 KANO STATE

Motto: There is No Deity worthy of Worship Except Allah and Muhammad (ﷺ) is His Messenger

Sheikh Dr. Aminuddeen Abubakar Center
MSSN-ADUSTECH WUDIL

Center for Moral & Academic Solution



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