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Republic of the Philippines

**WESTERN MINDANAO STATE UNIVERSITY**

**OFFICE OF STUDENT AFFAIRS**

Zamboanga City

**THRU: ASSO. PROF. EVELYN N. ANGELES**

Director of Student Affairs

Office of Student the Student Affairs and Services

Western Mindanao State University

Normal Road, Baliwasan, Zamboanga City

**FROM: MUSLIM STUDENTS’ ASSOCIATION (MSA)**

Western Mindanao State University – Main Campus

Normal Road, Baliwasan, Zamboanga City

**SUBJECT: APPLICATION FOR ACCREDITATION OF STUDENT**

**ORGANZATION**

Greetings of Peace!

We, the undersigned, would like to express our intent to apply for accreditation as a recognized student organization under the name **“Muslim Students’ Association (MSA)**” to operate at Western Mindanao State University – Main Campus. With this letter, we kindly request your approval of our application as we strive to make a meaningful contribution to the student body, and broader community.

Our dedication to establishing the Muslim Students Association (MSA)   
will enable us to create impactful programs and activities that foster unity, spiritual growth, and a deeper understanding of Islam and its teachings. This organization will provide opportunities for all students to express their faith, explore their identities, and engage with values that unifies our community, valuing peace, and justice. By serving as a platform for advocating Islamic principles, the MSA will contribute positively to both the university and the wider community.

Thank you for your utmost consideration. We look forward to being accredited as one of the recognized organizations at Western Mindanao State University – Main Campus. This approval would greatly contribute to enriching the educational and spiritual experiences of Muslim students and would align with the university's values of diversity and inclusivity.

Sincerely yours**,**

**AHMAD JAINAL A. NAJAR**

*Organization President*



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Republic of the Philippines

**WESTERN MINDANAO STATE UNIVERSITY**

**MAIN CAMPUS**

Normal Road, Baliwasan, Zamboanga City

**FOR: DR. MUNIB A. KAHAL**

Department Head

College of Social Work and Community Development

Western Mindanao State University

Normal Road, Baliwasan, Zamboanga City

**FROM: MUSLIM STUDENTS’ ASSOCIATION (MSA)**

Western Mindanao State University – Main Campus

Normal Road, Baliwasan, Zamboanga City

**SUBJECT: REQUEST OF THE ORGANIZATION TO BE THE ADVISER**

**OF “MSA (MUSLIM STUDENTS’ ASSOCIATION)”**

Greetings of Peace!

The **Muslim Students' Association (MSA)** of Western Mindanao State University is dedicated to fostering unity among Muslim students while promoting harmonious relations between Muslims and non-Muslims within our institution. We also strive to contribute to the peace, justice, and mutual understanding within the university community, in alignment with our mission to enhance the educational, cultural, economic, social, moral, and spiritual development of Muslim students.

Thus, I am writing on behalf of the Muslim Students’ Association to respectfully request your approval to serve as the adviser of the MSA. Your guidance and support would be invaluable in helping us achieve our objectives, including the strengthening of relationships among Muslim students and the promotion of our mission to contribute to the greater welfare of the student body.

We sincerely believe that your leadership and expertise would be instrumental in fostering a positive environment for our association, as we work to uphold the values of peace and understanding across all communities within the university.

Sincerely yours**,**

**AHMAD JAINAL A. NAJAR**

*Organization President*

**

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Republic of the Philippines

**WESTERN MINDANAO STATE UNIVERSITY**

**MUSLIM STUDENTS’ ASSOCIATION**

Zamboanga City

In The Name of Allah, the Most Gracious the Most Merciful

We the bonafide students of Western Mindanao State University, seeking the guidance of the Almighty Allah, most gracious and most merciful, to whom all praise are due and from whom all creation depend for sustenance, in order to form an Association that promote the general welfare, develop our latent essence of studentry thru the enjoyment of academic freedom under this constitution and By-Law in accordance with the teachings of the Qur’an and the Sunnah.

ARTICLE I

NAME AND DOMICILE

Section 1. The name of the Association shall be WMSU-Muslim Students’ Association and shall otherwise known as WMSU-MSA.

Section 2. The Domicile and meeting of office shall be within the jurisdiction or premises of Western Mindanao State University, Normal Road, Baliwasan, Zamboanga City.

ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The WMSU-Muslim Students’ Association is dedicated to the unification of the Muslim students of Western Mindanao State University and the upgrading of the image of its beloved institution.

Section 2. The Association shall endeavor to foster closer relationship among Muslim students and secure better understanding among its members with non-Muslim in this institution.

Section 3. In the interest of peace and justice to help in bringing about amicable settlement of quarrels and conflict between and among students regardless of their religion or creed.

Section 4. The Association shall work and promote the general welfare particularly educational, cultural, economics, social, moral and spiritual upliftment of the Muslim students of WMSU.

Section 5. The Association shall represent the institution in its external affair where Muslims Students participation and involvement is deemed necessary.

Section 6. The Association shall sponsor Religious-cultural presentations, drama, theatrical performances, seminars, symposia, and open for about Islam.

Section 7. The Association shall encourage its members to participate in any governmental program particularly those affecting the welfare of Muslims, and thereby contribute to the goals of new society.

Section 8. The Association shall recognize the jurisdiction of the Western Mindanao State University and uphold its judicious policies, its rules and regulations.

Section 9. The Association shall not commit to any political party.

Section 10. The Association shall solicit and accept sadaqqa (Charity) and raise funds in pursuance to the objective.

ARTICLE III

NATURE AND MOTTO OF THE ASSOCIATION

Section 1. The Association shall be an independent, non-governmental, non-profit Islamic Association; it shall serve as coordinating body of all Muslim students of WMSU.

Section 2. The motto of the Association shall be “Hold fast to the rope of Allah and do not be divided”.

ARTICLE IV

MEMBERSHIP

Section 1. Membership in this association shall be of three (3) categories:

1. Association member-All Muslim Students officially enroll in Western Mindanao State University shall automatically become an association member of the association.
2. Full-member – Any association member, who has a good moral character, believes in the principle of Islam as way of life, may be admitted as full member and approved at any regular meeting of the executive council.
3. Honorary Member – Associate and full-member shall automatically become an honorary member upon graduation from the institutions.

Section 2. Membership shall be terminated by death, resignation, evasion of position and sworn duty to the association, and such other acts that would prejudice the integrity, interest, principles and objective of the association provided however that such termination is approved by the executive council.

Section 3. Membership fee as specified in Article 10 Section 2, of the provision for fund shall be collected from each member.

ARTICLE V

ORGANIZATION AND FUNCTION

Section 1. The Association shall consist of the following:

1. The General Assembly
2. The Executive Council
3. The Permanent Committee

Section 2. The General Assembly

1. The General Assembly shall be the highest policy making-body of the association.
2. The General Assembly shall constitute all the bonafide Muslim students of Western Mindanao State University.
3. The General Assembly shall convened at least once a year in such place, date and time as may be prescribed by the Executive Council.

Section 3. The Executive Council

1. The Executive Council with the advisers assigned by the school administration shall be the highest policy making and governing body of the association when the General Assembly is no in session, and it shall be its implementing and administering body which shall manage all its affairs and assets.
2. The Executive Council shall compose of nineteen (19) council members who shall be elected by the General Assembly from among the full members.
3. The Executive Council shall hold regular monthly meeting on the first Sunday of Every month, Special meeting may be called by the president or upon written request of at least six (6) Council members.
4. The members of the Executive Council shall hold office for one academic year or their successors are elected and qualified.

Section 4. The permanent Committees of the Association shall consist of:

1. Committee on Registration and Membership.
2. Committee on Budget and Finance.
3. Committee on Documentation and Publication.
4. Committee on Women’s Affair.
5. Committee on Da’wah and Religious Instruction.
6. Committee on Statistics and Evaluation.
7. Committee on logistics and operation
   1. The respective heads of the permanent committee shall be appointed by the president or council from among its members and shall be designated as a committee chairman.
   2. Special Working Committee – The Council whenever the situation calls for it, shall in the interest of the association create special working committee which may become permanent, as the case maybe and the respective chairman of which shall be appointed by the president upon the recommendation by the council from among the full-members.
   3. The duties and function of each committee shall be determined and prescribed by the council according to the nature of the purpose for which the said committee is to be established.

ARTICLE VI

EXECUTIVE OFFICERS

Section 1. The Executive Council shall elect from among themselves the President, Internal vice-president, External vice-president, Secretary, Treasurer, Auditor, Public Information Officer, Project Manager.

Section 2. The President

1. The President shall be the chief executive and the official spokesman of the Association.
2. The President shall preside at regular meeting and special session of the General Assembly and the Executive Council.
3. The President shall sign all contracts and legal papers and official document in the name of association after approval by the Executive Councils and advisers.

Section 3. The Internal Vice-President

1. The Internal Vice-President shall perform the duty of the president and be entitled to all his prerogatives, in the absence of the president, provided however that incase of death, resignation or removal of the president The Executive Council may assign the internal vide-president other function.

Section 4. The External Vice-President

1. The external vice-president shall assist the president in overseeing the external affairs and operation of the association and shall have the direct supervision over the external activities of the association.
2. He shall perform such other duties and function as may be delegated to him by the Executive Council.

Section 5. The Secretary

1. The Secretary shall keep the minutes of all proceeding of the General Assembly and the Executive Council. He shall also keep the record of all the records of the association.
2. He shall perform the duties of the treasurer incase of latter’s absence or inability to perform his duties.
3. He shall turn over to his successor all records, papers, documents and other properties in his possession belonging to the association.

Section 6. The Treasurer

1. The treasurer shall receive all income of the association and shall give receipt from the same. He shall deposit all the funds in the bank Authorized by the Executive Council.
2. The Treasurer shall keep the accurate accounts of receipt and disbursement, and shall give detailed report to the Executive Council from time to time and full statement to the General Assembly.
3. The Treasurer shall have no right to disburse funds except by authority of Executive Council.
4. The Treasurer shall perform the duties of the Secretary in the latter’s absence or incapability to perform his duties.

Section 7. The Auditor

1. The Auditor shall pass and pre-audit form of disbursement and expenditures of the association. He shall the power to periodically examine/audit the book account of the association.
2. The Auditor shall perform such other duties and function as may be delegated to him by the president.

Section 8. The Public Information Officer

1. The public information Officer shall be the chief information officer of the association.
2. The public information officer shall also perform such other duties and function as may be delegated to him by the president or the executive council.

Section 9. The Project Manager

1. The project manager shall handle all projects that the association undertake as determined by the Executive Council.
2. Same.

ARTICLE VII

QUALIFICATIONS

Section 1. All Executive Council Shall have the following qualifications:

a. Good Moral Character.

b. A full member of the association for at least one year.

c. Must have the knowledge of the fundamental teachings of

Islam.

Section 2. An Association member can be nominated and elected into the Executive Council provided with the approval of the adviser and the majority of the full members.

ARITICLE VIII

ELECTION

Section 1. Election of Executive Council shall be help every school year.

Section 2. Election shall normally be held on the occasion of the meeting of the General Assembly and shall take place on the same day as specified in Article II Section I of the provisions for meeting and Assembly.

Section 3. Every member shall be legible to nominate any qualified full members as candidate for any elective position during election.

Section 4. All elected officials of the Association shall be entitled to be nominated for re-election.

Section 5. All election shall be by secret ballot, raising of hands may be allowed provided with the approval of the advisers and the Executive Councils.

ARTICLE IX

SUSPENSION, DISMISSAL

Section 1. The Officers and full members of the association shall be suspended and dismissed on the following grounds

1. Gross negligence of duties and function.
2. Grave violation of the rules and regulation of the association.
3. Undermining the aims and objectives of the association.
4. Malversation of association’s funds.
5. Commission of acts inimical to the prestige of the association.

Section 2. No officers and members of the association shall be suspended and dismissed without due process of law.

Section 3. Suspension and dismissal of officers and members shall be determined by the advisers and the Executive Councils.

ARTICLE X

FUNDS

Section 1. The funds of the association shall be derived from membership fees semestral dues to be collected during enrollment.

Section 2. The Executive Council with the advisers shall determined the membership fee, semestral fee to be collected from each member.

Section 3. Donation or grant shall be accepted provided the donors and/or grantors does not impose conditions contrary to Islamic Principle.

ARTICLE XI

MEETING AND ASSEMBLIES

Section 1. The General Assembly of the Association shall be held every school year at any place that may be prescribed by the council on or before the end of the second week of the first semester.

Section 2. Special Assembly – in special assembly of the members of the association may be called by the president or upon written request of at least six (6) members of the Executive Council whenever necessary to decide an issue of important significance.

Section 3. Notice of the time and place of the assembly shall be posted or forwarded at least two (2) days before assembly.

ARTICLE XII

QUORUM AND DECISION MAKING

Section 1. Simple majority shall be sufficient to constitute a quorum in all meetings, sessions, assemblies of the different bodies of the association.

Section 2. As far as practicable, all decision shall be reached by consensus in order to adopt any resolution and policy. When consensus is not possible, the vote of the simple majority of all the member present there being a quorum is necessary.

ARTICLE XIII

AMENDMENTS

Section 1. This constitution and by-laws be embedded repealed.

Wholly or partly by a majority vote of the General Assembly.

AS AMENDED AND RATIFIED IN WESTERN MINDANAO STATE UNIVERSITY SOCIAL HALL ZAMBOANGA CITY, THIS 23RD DAY OF OCTOBER 1984 BY THE AFFIRMATIVE VOTE OF THE MAJORITY MEMBERS PRESENT IN THE SPECIAL ASSEMBLY.

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Republic of the Philippines

**WESTERN MINDANAO STATE UNIVERSITY**

**MUSLIM STUDENTS’ ASSOCIATION**

Zamboanga City

We, the WMSU-MSA, are formally presenting the official list of officers for **WMSU – MUSLIM STUDENTS’ ASSOCIATION** for the **ACADEMIC YEAR 2024-2025**. In accordance with our by-laws, the list has been carefully verified and compiled.

The following names have been duly elected to their respective positions:

**President** : **AHMAD JAINAL A. NAJAR,**

*Bachelor of Elementary Education – CTE*

**Vice-President : AHMED YOUSREF M. ARJAN,**

***(*Internal)** *BS Criminology – CCJE*

**Vice-President : MOKTHADIR BIN F. LAJA,**

**(External*)*** *BA Islamic Studies- CAIS*

**Secretary : ABUNEMIR KARIM**

*BS Nursing- CN*

**Treasurer : MOHAMMAD ALI HANAFI JULKANAIN-**

*BS Agricultural Engineering – CoE*

**Auditor : NORIKO MARBELLA**

*BS Civil Engineering – CoE*

**P.I.O. : ALNIDZFAR A. BAHARAN,**

*BA History – CLA*

**Project Manager: FRANCIS U. UBOD,**

*BS Architecture – CArch*

**COMMITTEE HEADS AND VICE-CHAIRS**

**Dahwa and Religious Instructions:**

**ABDUL- AMEEN MOHAMMAD TAIB**

*Diploma in Arabic Language – CAIS*

**MUAMMAR JIBREEL TAHIL**

*BS Criminology – CCJE*

**Documentation and Publication:**

**LADZNICARL A. HALIPA**

*BS Biology – CSM*

**IBNO- MADAR MUTTAP**

*BS Chemistry – CSM*

**Logistics and Operations:**

**JOREN VILLACERA**

*Bachelor of Education in Early Childhood- CTE*

**RIDWAN LAKUPING**

*Diploma in Arabic Language – CAIS*

**Budget and Finance:**

**HADDAD AMJARI**

*BS Architecture – CArch*

**AL-AMIN B. BUDDICK**

*BA History – CLA*

**Statistics and Evaluations:**

**HASIEN TAHSIN HARUN**

*BS Mechanical Engineering – CoE*

**NEILKHAN MUADJIN**

*BS Industrial Engineering – CoE*

**Registration and Membership:**

**AL-ADEEL SABTILLON**

Diploma in Arabic Language – CAIS

**ILS REPRESENTATIVES**

**President : KHALEED GADJALI**

**Vice- President : AHMAD- MUCHTAR USMAN**

**Secretary : ALKHIDIR MANSAN**

**WOMEN’S AFFAIR COMMITTEE**

**President : NADZMIA A. AHANG**

*BS Civil Engineering – CoE*

**Vice President : DAYANG- DAYANG-DIN-SUR-AIN DAMSIK**

*BA Islamic Studies- CAIS*

**Secretary : ELYZAH A. ELIAS**

*BS Nursing- CN*

**Treasurer : MOUSHIRA RANIA M. JAMANI**

*BS Nursing- CN*

**Auditor : TARHATA I. KARIM**

*BS Mechanical Engineering – CoE*

**P.I.O. Internal : ADAWIYA K. MANSARI**

*BS Nursing- CN*

**P.I.O. External : SAWILA M. INDAL**

*BS Biology – CSM*

**Project Managers: AFASTRA H. ALPAH**

*BA Islamic Studies- CAIS*

**KAUSAL A. BIBIO**

*Bachelor of Elementary Education – CTE*

**COMMITTEE HEADS AND VICE-CHAIRS**

**Dahwa and Religious Instructions:**

**JANA CASANDRA A. MANITI**

*BS Biology – CSM*

**NASHRAN B. CABULAO**

*BA Islamic Studies – CAIS*

**Documentation Committee:**

**NURSHEINA K. SALAHUDDIN**

*BA Islamic Studies – CAIS*

**WIDA I. JAMA**

*BA Islamic Studies – CAIS*

**Registration:**

**SHAHEEN SANCOPAN**

*BA English Language Studies - CLA*

**MUSHAIRA A. JAWAD**

*BA English Language Studies - CLA*

**Tahara:**

**BINAIDA A. ABDULA**

*BA Islamic Studies – CAIS*

**DIANA J. PILLAY**

*BA Islamic Studies - CAIS*

**Publication:**

**FATIMA NUSHAIBA A. SAMPANG**

*BS Nursing – CN*

**AREEJ AHADI**

*BS Biology – CSM*

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Republic of the Philippines

**WESTERN MINDANAO STATE UNIVERSITY**

**MUSLIM STUDENTS’ ASSOCIATION**

Zamboanga City

We, the WMSU-MSA, are formally presenting the ***WMSU-MSA CALENDAR OF ACTIVITIES*** for the **ACADEMIC YEAR 2024-2025**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1ST SEMESTER** | | | | |
| MONTH | DAY | ACTIVITIES | TARGET PARTICIPANTS | PROPOSED VENUE |
| **AUGUST** | 5 | Start of *Madrasah Education* | * ILS Elementary Muslim Students (4,5,6) * ILS High School Muslim Students | ILS Elem. & High School Department |
| 26 | General Assembly | * All College Level * All High School Level | Dr. Juanito Bruno Gymnasium |
| **SEPTEMBER** | 12 | Chapter Visit at *Campus C* | All College Level | San Ramon Chapter |
| 17 | Leadership Training | All MSA Chapters *(Zamboanga City)* | * Dr. Juanito Bruno Gymnasium * CTE Social Hall |
| 23 | Monthly Da’wah | * All College Level * All High School Level * All Elementary Level | * Dr. Juanito B. Gymnasium * CTE Social Hall * Open Field |
| **OCTOBER** | 28 | Monthly Da’wah | * All College Level * All High School Level   All Elementary Level | * Dr. Juanito B. Gymnasium * CTE Social Hall * Open Field |
| **NOVEMBER** | 20 | Outreach Program | All Council & Active Member of MSA | Outside Campus |
| 25 | Monthly Da’wah | * All College Level * All High School Level * All Elementary Level | * Dr. Juanito B. Gymnasium * CTE Social Hall * Open Field |
| **DECEMBER** | 18 | FINAL EXAMINATION for *Madrasa Education* | * ILS Elementary Muslim Students (4,5,6) | ILS Elem. & High School Department |
| 20 | Recognition Day for Madrasah Education | * ILS High School Muslim Students | * Dr. Juanito Bruno Gymnasium * CTE Social Hall |
| **2nd SEMESTER** | | | | |
| MONTH | DAY | ACTIVITIES | TARGET PARTICIPANTS | PROPOSED VENUE |
| **JANUARY** | 6 | Special General Assembly | * All College Level * All High School Level | Dr. Juanito Bruno Gymnasium |
| 21 | Hijab for a Cause | All Committee on Women’s Affair | Orphanage |
| 23 | Chapter Visit at Campus C | All College Level | San Ramon Chapter |
| 27 | Monthly Da’wah | * All College Level * All High School Level * All Elementary Level | * Dr. Juanito B. Gymnasium * CTE Social Hall * Open Field |
| **FEBRUARY** | 24-28 | 11th Islam Awareness Week | * All College Level * All High School Level * All Elementary Level | * Dr. Juanito B. Gymnasium * CTE Social Hall * ILS Covered Court * Open Field |
| **MARCH** | 3,6,10,13, 17, 20 | Ramadhan Series of Symposia | * All College Level * All High School Level * All Elementary Level | * Dr. Juanito B. Gymnasium * CTE Social Hall * ILS Covered Court * Open Field |
| 27 | Grand Iftar | All Muslim Students | * Dr. Juanito B. Gymnasium |
| **MAY** | 6 | Coffee Meeting with Muslim Faculty Members | All Council of MSA | * Dr. Juanito B. Gymnasium * CTE Social Hall |
| 15 | Get Together with MSA Alumni | All Council and Active Members of MSA | * Dr. Juanito B. Gymnasium * CTE Social Hall |

*Prepared by:*

**ELYZAH A. ELIAS ADAWIYA K MANSARI**

*Secretary (WAC) Public Information Officer (WAC)*

**MOUSHIRA RANIA JAMANI****FATIMA NUSHAIBA SAMPANG**

*Treasurer (WAC) Publication Head (WAC)*

*Noted by:*

**AHMAD JAINAL A. NAJAR**

*Organization President*