

ESTABLISHMENT MANUEL

1. Generating Executive Board:

As stated in the club charter, every club President has the right to form an executive board for the sake of sharing the burden of the workload of the Presidency. Therefore, the founding President's first duty will be to form an executive board, and determine who he or she will work with throughout their serving time.

2. Gathering Member Students and Expanding Social Web:

Like every club, the Model OIC club requires members to fulfil its aims. Therefore, the second objective of the founding president is to establish a platform consisting of at least 20 members. By doing so, the club will expand its social web and make itself heard to many more.

3. Following the Academic Calendar:

The Academic Calendar will be prepared by the ICYF-DC, and will be put into every MOIC club's agenda. To maintain the academic harmony of clubs, the Presidency will be expected to follow the academic calendar. Any activity that is not in the scope of the Academic Calendar may be conducted, however any activity that collides with the calendar is prohibited.

4. Ensuring Executive Board and Members Participation to Diplomatic Trainings:

The diplomatic trainings may seem unnecessary especially for those that do their homework well and study the rules and procedures on their own. However, it is the most crucial training and therefore the President is obligated to motivate the members and the executive board into attending the Diplomatic Trainings.

5. Regulating Mock Sessions:

The mock sessions play an integral part in the training process. The members will get the chance to practice the rules and procedures of the Model OIC. The president is expected to regulate these sessions and make sure to maximize the simulation soul of the atmosphere. If the president feels that he or she needs assistance, the ICYF-DC will try to provide a trainer to moderate the session.

6. Maintaining Connection with MOIC Training Team (SÜTUN):

Throughout the process, whenever assistance is required, as well as the ICYF-DC, the president has the option of contacting the training team from SUTUN Academy. By doing so, the President can maximize her or his knowledge regarding the Model OIC process. The training team will do its best to provide you with answers to any kind of remark.

7. Summoning Executive Board for meeting if it's necessary:

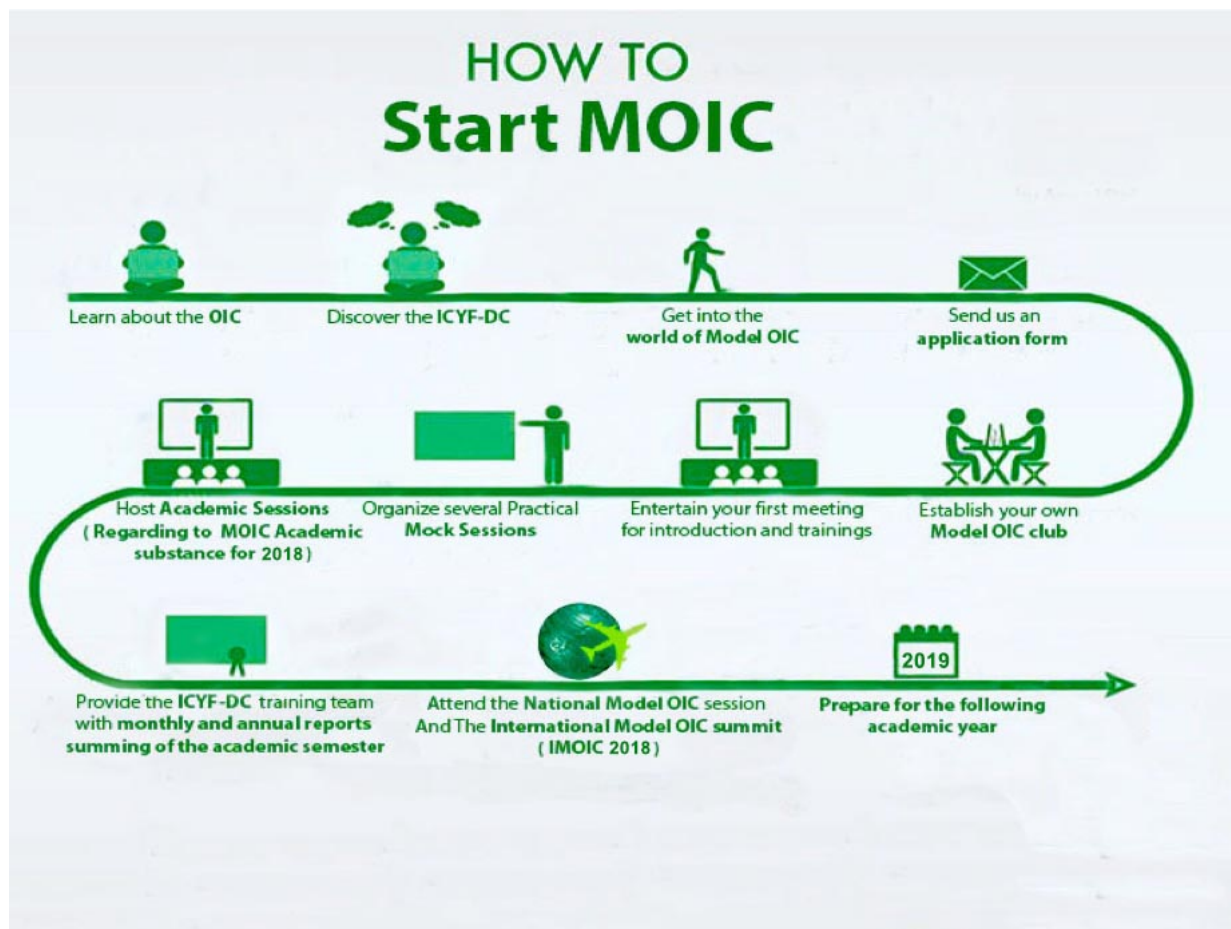
Although it seems like stating the obvious, this clause tries to emphasize the importance of the executive board in the process. In any case of necessity, the president has the right to summon the executive board to deal with any operative problems.

8. Taking Responsibility to carrying relationship with University Board:

As a club of the University, the relationship between the club and the university is very important, and it is up to the president to maintain this relationship healthily. If the right steps are taken, this club may become one of the most important clubs of the university and so it is very crucial to fulfil the goals of the university alongside the aims of the ICYF-DC.

9. Obeying the MOIC Club Charter:

The Club Charter is the most significant piece of documentation regarding the Model OIC club. Therefore, we expect the president and the presidency to obey and follow the MOIC Club Charter for the health and safety of the club. The president is expected to set an example to other members in terms of representing the MOIC Club Charter in a professional manner, which will lead to emphasizing the importance of the Club Charter.



MOIC UNIVERSITY CLUB CHARTER

Preamble:

The Students of the University ... , Parties to this Charter,

Inspired by the objectives behind the Model OIC, as an academic simulation of the Organization of Islamic Cooperation (OIC) that aims at educating participants about current trends in theory and practice of International relations, effective communication and multilateral diplomacy,

Having the goal of implementing the MOIC Vision, which is “Enhancing Muslim youth skills and capabilities, for the sake of revitalizing a leading Muslim Ummah,”

Desirous of promoting belonging and loyalty to the Islamic Civilization and enhancing participants’ intercultural skills, critical thinking as well as promoting a platform for youth, intellectuals and diplomats to meet together and discuss the problems faced by youth people,

Do hereby lay the present Charter:

Chapter I General Provisions

Article 1: Definitions:

1. In the present Charter, the following terms shall have the meaning set opposite each one of them:
 - 1.1. The OIC means: The Organization of Islamic Cooperation.
 - 1.2. The ICYF-DC means: The Islamic Conference Youth Forum for Dialogue and Cooperation.
 - 1.3. MOIC means: Model OIC
 - 1.4. The President means: the President of the Club.
 - 1.5. The Charter means: the Charter of the Club.
 - 1.6. The University means: the University of... [so, we don’t repeat its name anywhere below]
 - 1.7. The Member means: Students that are Club Members

Article 2: Legal Background:

1. The Charter is prepared for the purpose of setting the general rules and procedures, the framework and limitations, while providing the legal legitimacy for the establishment of a MOIC club at the University.

2. Once the Club is established the Charter will serve as the main source for solving any kind of disputes, disagreements or providing relevant clarification, if required.
 - 2.1. If the Charter cannot answer a question, the ICYF-DC headquarters will be contacted. Only with their approval can a club act and decide upon a matter on their own that is outside the scope of the Charter.
3. Every single Member is to read, accept, and act in accordance with all provisions of the Charter before interacting within the MOIC atmosphere, and it is therefore presumed that when a rule or clause of the Charter is violated, the Member should be fully responsible without having the right to claim for innocence on the existence of the violated rule or clause.

Article 3: Name and Logo of the Club:

1. The full name of the Club is (University Name) Model Organization of Islamic Cooperation, with its abbreviation being (University Name's first letter) MOIC. The (...MOIC) is founded at (Name of Faculty) Faculty, (Campus Name) Campus.
2. The Logo of the Club is as below:

(CLUB LOGO)

Article 4: Mission and Vision:

1. The mission of this Club is as follows:
 - 1.1. To increase the recognition of the activities of the OIC and the ICYF-DC.
 - 1.2. To maximize any kind of MOIC activity by expanding the scope and increasing the number of Clubs in the OIC geography.
 - 1.3. To creating opportunities for increasing the overall capabilities of the Youth by:
 - a. Increasing their general knowledge regarding world issues and the OIC agenda,
 - b. Developing communication skills by interacting with other delegates, which is a key factor in being a qualified delegate,
 - c. Improving self-confidence and the ability to talk in front of crowds,
 - d. Constructing and spreading the word empathy all around the OIC world as you get to hear different opinions and experience different cultures, stories and memories.
 - 1.4. To provide sufficient, efficient and intense training process both academic-wise and in terms of practical training to increase the positive outcomes of the International MOIC organization, held every November.
2. The Club has the vision of promoting OIC and the ICYF-DC activities, firstly amongst its members, then in its own University, to be followed by its own city, later in its own country and finally in the world, while developing the fundamental diplomatic skills of each and

every single Member to increase the quality of every single individual for the purpose of a better world.

Chapter II Activities of the Club

Article 5: Scope of Activities:

1. As part of its agenda, the Club is obligated to fulfil certain goals in order to continue its existence and recognition within the ICYF-DC. In this regard, the Club has three specific agendas that play an essential role in its calendar: Diplomatic Training, Academic Training and Mock Sessions.
2. *Diplomatic Training* is the process of teaching the rules and procedures of the simulation format. It is the most fundamental and necessary part of the academic agenda of the club.
 - 2.1. Diplomatic Training must be given to each and every Member. If a Member is absent to the Training Sessions due to unavoidable reasons, then he/she must watch the video material, while the President should ensure that the absentee is full aware of the rules of procedure.
3. *Academic Training* is the process of carrying out seminars regarding the agenda items and topics of the OIC and the ICYF-DC itself. The Club accepts responsibility of fully providing a detailed lesson regarding the expected MOIC topics, so as to maximize the efficiency and quality of the simulation sessions.
 - 3.1. Academic Training consists of 2 hour sessions and participation is optional.
4. *Mock Sessions* are weekly debates where the Club Members seize the opportunity for experiencing practical training in representation of specific OIC Member State (allocated by the Presidency) and debate on the topic set for that certain simulation.
 - 4.1. The Club should entertain, at least, 03 mock sessions in one semester.

Article 06: Principle of Activities of the Club:

1. Any actions taken or carried out by the Club is not under the responsibility of the ICYF-DC, and the outcomes of such activities are non-binding. However, the clubs are under the monitoring of the ICYF-DC, which also has the right to interfere with any aspect related to the Club's well-functioning.
2. The Club must refrain from establishing relationships or partnerships based on self or other interest with any political parties.
3. The Club is seen as a non-profit student association.
4. The Club President shall not make decisions neither on behalf of the OIC, nor the ICYF-DC or the University.

Chapter III Club Organs

Article 07: Duties and Privileges of the President:

1. The founding Club President will be appointed by the ICYF-DC.
2. The President's fundamental role is to fulfil the goals of the club by implementing the academic agenda including the Diplomatic and Academic Trainings, and the Mock Sessions.
 - 2.1. In case of his inability to fulfil these goals, the President accepts taking all the responsibility.
3. The mandate for every serving Club President is one year, and the successor is determined by Members' voting. The Club President must either an under-graduate or a graduate student at that University.
 - 3.1. A serving President may run for reelection only once more for the allocated time of the mandate.
 - 3.2. In case of a serving President losing his reelection, then he/she no longer has to right to run for Presidency again in future.
4. The President is also responsible of inviting Academicians to deliver the Academic Training Sessions. In case, the Club requires moderators for the Mock Sessions, the ICYF-DC will assist by providing one of its Trainers.

Article 08: Executive Board:

1. The main organ of the Club is the Executive Board, which consists of up to 09 members, including the President while observing gender balance whenever possible.
 - 1.1. The Executive Board shares the burden of the President in decision-making, and helps the President in fulfilling the goals of the Club.
 - 1.2. The Executive Board members must also be Members of the Club.

Article 09: General Assembly:

1. A General Assembly will be formed by all Club Members to allow them to express their ideas in all matters regarding the Club's improvement and other relevant subjects.
 - 1.1. The General Assembly will convene upon the request of 1/3rd of the Club Members.

Chapter IV Membership and Budget

Article 10: Membership:

1. The membership policies will be the same as the general procedure of the University.
2. The club Presidency has the right to terminate an individual's membership for the following reasons:
 - 2.1. If a Member insists and continues disturbing another member physically or verbally despite being officially warned.
 - 2.2. If a Member is absent to 02 consecutive meetings without presenting a valid reason, including health emergency, etc.
 - 2.3. If the Member has used the Club environment for reasons beyond the Club aims, including raising political views or advertising of another group.
 - 2.4. If the Member has been warned due to disciplinary actions but insists on continuing.
 - 2.5. If the Member is not keen enough to self-commit to the purpose and fails to self-develop within the MOIC framework.
3. Members are accepted after an interview, bearing in mind that the candidate must be a student of the University at under-graduate or graduate level.
4. Any Member shall have the right to withdraw from the Club through a written notice to the President 03 months prior to the next ordinary meeting of the General Assembly without prejudice of his/her financial responsibilities, if applied.

Article 11: Budget and Finance:

1. The following are the ways in which the Club will expect to self-finance its activities from:
 - 1.1. The fund and aid from the University towards their Club,
 - 1.2. The monthly contribution fee from Members, if required,
 - 1.3. Donations from Club Members
 - 1.4. Donations from other organizations or other people
2. The following are the expenses in which the club expects annually:
 - 2.1 Weekly material fees (stationary, snacks etc.)

Chapter V Final Provisions

Article 12: Entry into Force

1. The Charter shall be voted by a simple majority of the Club's General Assembly, and the President shall officially convey to ICYF-DC of such development.

Article 13: Amendment of the Charter:

1. Any Member has the right to suggest amendments to the Charter, provided that it will not clash with basic principles observed by the OIC, ICYF-DC and the University.
 - 1.1. The amendments need to be notified, for approval, to ICYF-DC before two-thirds of participating Members at the General Assembly so decide.

Article 14: Dissolution:

1. The Club shall not be dissolved or merged with another entity except by consensual decision of the Executive Board, General Assembly and approved by the ICYF-DC.

Article 15: Official Language:

1. The Club shall entertain its activities in English.

Charter adopted on...