



## **ICIFE INTERNATIONAL CHAPTER (IIC)**

### **ICIFE Institutional Member as International Chapter**

ICIFE Institutional members are invited to apply to be ICIFE International Chapter as a representative of ICIFE for a particular country in order to enhance the level of professionalism among Islamic finance educators. No individual member is eligible to apply to be ICIFE International Chapter.

ICIFE International chapter may comprise of more than one Institutional member in each country and in which case the members jointly represent one ICIFE chapter in each country or jurisdiction.

ICIFE International Chapter officially represents ICIFE in activities carried out in the respective countries. The International Chapter is also allowed to administer activities relating to Islamic Finance education in their countries including the membership management, research, training and consultancy. All applications for ICIFE International chapter by institutional members must obtain approval and endorsement from ICIFE

### **ICIFE INTERNATIONAL CHAPTER (IIC) PRIVILEGES**

1. The President of country IIC will be represented in the International Chapter Council meeting which convenes conducted twice a year. The presidents of IIC shall present the reports, updates and future plans of the respective International Chapters to advance the sustainable growth and development of ICIFE global educators.
2. Each country IIC will have right to use ICIFE logo for every ICIFE endorsed program which it organizes in their respective countries.
3. ICIFE individual membership fees remitted by each country IIC to ICIFE are allowed to utilize 50% of individual membership fees proceeds for the IIC country activities.

### **Criteria to apply for international chapter**

1. Only institutional member can apply for IIC.
2. Not more than one IIC in a country is to be represented or led by an institutional member from the country.
3. The country IIC must have at least one active Institutional member of ICIFE

### **Process and Procedure**

1. The institutional member should apply (by fill in the form) to be IIC for that country. In the case where there is more than one Institutional member in a country, ICIFE has the right to appoint which institution to lead the IIC.
2. ICIFE will issue the appointment letter and an official certificate to the approved IIC
3. Upon approval of ICIFE International Chapter, the IIC shall convene a meeting to appoint/elect the IIC Committee.

### **International Chapter Committee**

1. IIC Committee, must comprise at least FOUR office bearers comprise of the following,
  - A president
  - A vice president
  - A secretary
  - A treasurer
2. The IIC Committee has the right to appoint the executive committee members to assist in the administration of the International Chapter.
3. The IIC Committee must be Ordinary Members of ICIFE from any of the institutional member.

4. The IIC shall submit the appointed/elected confirmed executive committees for ICIFE endorsement.
5. IIC should submit the relevant documents of the committee appointment to ICIFE

#### **Annual General Meeting**

1. IIC shall conduct Annual General Meeting and report proceedings to ICIFE
2. The minutes and audited annual report shall be submitted to ICIFE not exceeding three months after the Annual General Meeting convened

#### **IIC Fees (Application / Annual)**

- No fees will be charged on International Chapter

#### **IIC validity**

1. The term of IIC is 3 years upon approval
2. IIC may be renewed after the expiry of the term.