

Kingdom of Saudi Arabia
Council of Universities' Affairs
General Secretary



مجلس شؤون
الجامعات
Council of Universities' Affairs

**Regulation on Academic
Societies in Saudi Universities
Council of Universities' Affairs
Resolution No. (7/7/1443) 17/9/1443^H
Corresponding to 19/4/2022^{AD}**

First Edition
1444 H (2023 AD)

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Your Highness/Your Excellency, The University President

The Council of Universities' Affairs reviewed at its (seventh) meeting held on 17/9/1443 AH the General Secretary's memo including the request of His Excellency, the Chair of the Council of Universities' Affairs, to review the rules previously issued by the Council of Higher Education and Universities in order to maximize the benefits of the University Law. Among the rules suggested for review are those governing academic societies in Saudi Universities.

Accordingly, the General Secretariat of the Council worked on the proposed regulations and presented it to the Council of Universities' Affairs, which ultimately adopted the following Resolution No. 7/7/1443 AH:

- 1) Approving the Regulation on Academic Societies in Saudi Universities as in the version attached to this Resolution.**
- 2) Universities must amend the status of existing academic societies in accordance with its provisions within one year of the date this Regulation enters into force.**

Please take notice of this Resolution and direct those who are tasked to complete the necessary steps toward implementing the regulation and acting in accordance with it.

Best regards,

Secretary General of the Council of Universities Affairs

Dr. Mohammed bin Abdulaziz Al-Saleh

Regulation on Academic Societies in Saudi Universities

Chapter One: Definitions

Article 1

The following terms and phrases used herein shall have the meanings assigned thereto unless the context requires otherwise:

Academic Society

A non-profit academic society specialized in one of the branches of academic knowledge established at the university that includes a group of specialists and those interested in the field of specialization.

Supervisory Committee

A committee formed in accordance with the provisions of this Regulation that supervises academic societies in universities and reports to the Universities Affairs' Council.

The Board

The Board of Directors of the Academic Society

Field of Specialization

The main specialization in which the academic society is named and its related subspecialties.

Chapter Two: Goals and Activities of Academic Societies

Article 2

The academic society aims at:

1. Developing the academic, knowledge, and research aspect in the field of specialization and working on advancing and revitalizing it.
2. Achieving academic communication among the academic society members.
3. Providing academic advice in the field of specialization.
4. Developing the academic and professional performance of the academic society members.
5. Facilitating the exchange of academic, knowledge, and research production, and academic ideas in the field of the academic society's interests among the concerned bodies and institutions inside and outside the Kingdom.

Article 3

In order to achieve its objectives, the academic society shall do the following:

1. Conduct and encourage academic research and provide academic services and consulting.
2. Write and translate academic books in its field of interest and other related fields.

3. Conduct academic studies for developing aspects of applied practice.
4. Hold seminars, training courses, and workshops related to its fields of interest.
5. Issue studies, bulletins, and academic periodicals related to its fields of interest.
6. Participate in local and international exhibitions related to its fields of interest.
7. Invite relevant scholars and thinkers to participate in the society's activities, in accordance with the regular procedures followed at the university.
8. Organize academic trips for its members and hold academic competitions in its field of specialization.
9. Conclude partnerships and agreements with local and international bodies in accordance with the regular procedures followed at the university.
10. Hold academic conferences and symposia in the field of specialization of the academic society in accordance with the regular procedures followed at the university.

Chapter Three: Establishing, Dissolving, Merging, Transferring, or Suspending Academic Societies

Article 4

1. The university may request the establishment of academic societies that operate and carry out their activities in accordance with

the provisions of this Regulation and in a manner that achieves its goals, taking into account the following:

- a. Clarity of the academic society's vision, mission, and goals.
 - b. The goals of the academic society should be specific, measurable, achievable, realistic, and tangible.
 - c. The goals of the academic society shall be linked with the university's goals and mission, national goals, and the mechanism for achieving those goals.
 - d. Envisaging the resources of the academic society.
2. The academic society's headquarters shall be at the university in which it was established, and the academic society may open branches in other universities.
 3. The academic society is established, dissolved, merged, transferred, and its activities suspended by a decision of the Universities' Affairs Council.
 4. In establishing academic societies, the same specialization should not be replicated at the same university nor at other universities in the Kingdom.

Article 5

1. After the decision to establish the academic society is issued, and until the General Assembly and the Board are formed, the University Academic Council shall form a founding committee of five members from which one will be selected to serve as President. This committee shall undertake all the necessary procedures to complete the formation of the General Assembly and

the Board of the Society in accordance with the provisions of this Regulation. The work of this committee ends with the convening of the first general assembly and selection of the Board members within a period not exceeding one year from the date of the issuance of the decision to form the temporary founding provisional committee. The committee shall submit a detailed report of its activities to the General Assembly.

2. In the event that the General Assembly and the Board are not formed within the period specified in Paragraph (1) of this Article, the University Academic Council may extend the work of the temporary founding committee for an additional period not exceeding one year to complete the formation procedures. When the formation procedures are not completed within the specified period, the Universities Affairs' Council or its authorized representative shall issue a decision to cancel the establishment of the academic society based on the recommendation of the Supervisory Committee. The University Council shall be informed of this action.
3. In Exception to the Condition Stipulated in Paragraph (1/D) of Article 10 Of this regulation. The first general assembly shall convene with a number of not less than thirty members after their membership has been accepted by the Professional Funding Committee.

Article 6

The Chair of the Board shall be responsible for managing the academic society, supervising its operations, and following up on the implementation of the decisions issued by the Board or the General Assembly.

Article 7

The academic society shall be dissolved, its establishment decision canceled, its merging into another academic society, or its activity suspended by a decision of the Universities Affairs' Council or its authorized representative based on the recommendation of the Supervisory Committee in reaction to one of the following:

1. If the procedures for forming the general assembly and the board of the society have not been completed within the specified period mentioned in paragraphs (1) and (2) of Article 5 of this Regulation.
2. If the number of its active members is less than 30, and the minimum number of active members needed to complete its formation did not join it within a year of the shortage.
3. If it violates its establishment decision or the provisions regulating it in this Regulation, the rules and regulations in force at the University, or the rules and regulations, and instructions in force in the Kingdom.

Article 8

When the academic society is dissolved - for any reason - its properties shall be transferred to the university at which it was established.

Article 9:

Upon approval of the transfer of the academic society from one university to another, all of its properties shall be transferred to the university to which the academic society was moved.

Chapter Four: Membership of the Academic Society

Article 10

There are three types of membership:

1. Active membership:
 - a. The membership applicant must have at least a bachelor's degree or its equivalent in the field of specialization;
 - b. Payment of the annual subscription fees;
 - c. Meeting any other conditions approved by the General Assembly;
 - d. Acceptance by a decision of the Board.
2. Honorary membership is granted by a decision of the General Assembly to those who contributed to the development of the academic society's areas of interest, or made significant financial or moral contributions to it. The honorary member is exempted from paying the subscription fees, and s/he may attend the meetings of the General Assembly and its various committees and participate in the discussions, without having the right to vote.
3. Affiliate Membership for:
 - a. Undergraduate students in the field of specialization of the academic society.
 - b. Those who work and are interested in the field of specialization of the academic society but do not meet the qualification requirement specified for active membership.

An affiliate member is exempted from 50% of the annual subscription fees, and s/he may attend meetings of the General Assembly and

its various committees and participate in discussions, without having the right to vote.

In all cases, membership requires that the applicant has not been sentenced to a legal punishment, imprisonment for a crime against honor or trust, imprisonment for a period exceeding one year, or a decision was issued to dismiss him/her from work for disciplinary reasons, except after at least one year has passed from the date of expiry of execution of punishment, imprisonment, or dismissal.

Article 11

Membership of the academic society ends in the following cases:

1. Withdrawal or death of the member.
2. The member has not paid the annual subscription fees after the lapse of one year from its entitlement.
3. The member loses one of the membership conditions.
4. If the member performs any act or activity that results in harming the academic society, whether materially or morally, and in this case, the membership does not lapse without the approval of the Board.
5. If the member has been sentenced or imprisoned for a crime against honor or trust.
6. If the member was dismissed from public service for disciplinary reasons.

Article 12

A decision may be issued by the Board to restore membership to the member who lost it - at the member's request - if the reasons for discontinuing the previous membership cease to exist.

Chapter Five: The General Assembly and Its Functions

Article 13

1. The General Assembly shall consist of active members. Their number shall not be less than thirty.
2. The General Assembly shall hold an ordinary meeting once a year at the invitation of the Chair of the Board. The meeting is not valid unless attended by the majority of the members (in physical attendance or via video call). If the majority does not attend, another meeting may be held after ten business days, and this meeting is considered valid with the attendance of no less than 25% of the total members. At the invitation of the University President, or a request from the Board or one-fifth of the members of the General Assembly, an extraordinary meeting may be held.
3. The meeting of the General Assembly is chaired by the Chair of the Board. In the event that the Honorary President of the academic society attends the meeting, s/he will chair the meeting unless s/he chooses to abstain from that role.
4. The decisions of the General Assembly shall be determined by at least the majority of the votes of the members present, and in case of equality, the side with which the Chair of the meeting voted shall prevail.

Article 14

The General Assembly strives to achieve the goals of the academic society, and it is specifically responsible for the following:

1. Approving the rules regulating the internal workflow of the aca-

- demetic society in a way that does not conflict in accordance with the provisions of this Regulation;
2. Approving the strategic and annual plans of the academic society;
 3. Approving the annual budget of the academic society and approving its end-of-year financial statement;
 4. Recommending to the University Council the financial, accounting, and investment controls, policies, and procedures;
 5. Approving the annual report of the academic society;
 6. Selecting Board members;
 7. Proposing the establishment of branches of the academic society based on the recommendation of the Board;
 8. Appointing an external auditor for the academic society's accounts and determining his compensations;
 9. Endorsing the external auditor's report in preparation for its submission to the University President;
 10. Proposing transfer of the headquarters of the academic society from one university to another
 11. Proposing the dissolution of the academic society
 12. Proposing the merging of the academic society with another.

Article 15

The General Assembly, based on the proposal of the Board, may nominate an Honorary Chair of the Academic Society from among the individuals known for their interest in the fields of work of the academic society for a period of three years, subject to renewal, and this is issued by a decision of the University Council.

Chapter Six: The Board of Directors and Its Functions

Article 16

1. The Board consists of no fewer than five and no more than nine active members elected by secret vote by the General Assembly, provided that at least two of them are employees of the university where the academic society was founded.
2. The term of Board membership is three years, renewable once.
3. If a member of the Board is absent from the Board meetings for three consecutive meetings without an acceptable excuse, the Board may consider him as resigning from the Board membership.
4. When the membership of one of the Board members selected by the General Assembly becomes vacant for any reason, the Board selects a replacement member who is to be approved by the General Assembly at its first meeting.
5. The Board selects its Chair by secret ballot from among its members; the Chair's position lasts for a period of three years, renewable once, provided that s/he is an employee of the university to which the academic society belongs. The Board also selects from among its members a Vice-Chair, a Secretary of the Board, and a Treasurer.
6. The Chair of the Board is considered a representative of the academic society before others and acts on its behalf in communicating with official and non-official bodies in the Kingdom and abroad in accordance with the established regular procedures.

Article 17

1. The Board holds a regular meeting every three months, and this meeting is not valid unless attended by the majority of its members, provided that the Chair or the Vice-Chair is among them. It may hold extraordinary meetings whenever more than half of its members request it, or one-fifth of the members of the General Assembly or the Chair of the Board so request. In this case, the meeting is limited to discussing the topics for which the Board meeting is held.
2. Board decisions are reached by a majority vote of the attendees, and in the event of equal votes, the vote of the Chair of the Board shall prevail.
3. The Chair of the Board may invite whomever s/he sees fit to attend the meetings of the Board without having the right to vote.
4. A member shall not abstain from voting when s/he is present, or authorize another member to vote for him in his absence.
5. It is not permissible for a member to disclose any of the secrets of the Board that s/he has come across.

Article 18

The Board is responsible for the following:

1. Proposing the rules regulating the internal workflow of the academic society in a way that does not conflict with the provisions of this Regulation.
2. Preparing the strategic and annual plans of the academic society,

and recommending them to the General Assembly.

3. Discussing the annual budget of the academic society, and recommending it to the General Assembly.
4. Proposing financial, accounting, and investment controls, policies, and procedures; and submitting them to the General Assembly.
5. Discussing the end-of-year financial statement and the report of the external auditor, and submitting them to the General Assembly.
6. Discussing the annual report of the academic society, and submitting it to the University Council after being approved by the General Assembly.
7. Submitting the annual report of the academic society to the Supervisory Committee after submitting it to the University Council.
8. Determining the annual subscription fees of the members.
9. Preparing the agenda of the General Assembly meetings.
10. Approving the activities of the academic society in accordance with the regular procedures followed at the university.
11. Forming committees and specialized groups to perform the tasks and activities of the academic society.

The Board may delegate some of its responsibilities to its Chair or one of its committees.

Chapter Seven: The Academic Society's Financial Resources and Financial Structure

Article 19

The resources of the academic society consist of the following:

1. Revenues from annual subscription fees of members;
2. Revenues from its various activities;
3. Gifts, donations, grants, sponsorships, wills, and endowments after completing the required procedures;
4. The support provided to it by the university;
5. Investment returns from its funds in accordance with the investment policies and procedures approved in the academic society.
6. Other financial resources approved by the General Assembly, provided that they do not conflict with the goals of the academic society or the systems and regulations followed in the university.

Article 20

1. The fiscal year of the academic society shall be the fiscal year of the university.
2. The academic society shall have an accounting system that is consistent with the financial and accounting policies and procedures approved by the academic society.
3. No amount shall be collected or disbursed until after verifying that all collection and exchange operations are in compliance with the financial controls approved by the academic society.
4. The academic society, with the approval of the University Pres-

ident, opens a separate account in one of the banks or financial institutions licensed to operate in the Kingdom, and deposits its revenues there. This account shall be disbursed by bank transfer or checks signed by two persons approved by the University President, one of whom is the treasurer of the academic society.

5. The external auditor of the academic society reviews its accounts and financial statements and provides an opinion on them in accordance with the rules, professional norms, and accounting standards generally accepted and approved in the Kingdom for similar establishments, and submits them to the Board.

Chapter Eight: The Supervisory Committee and its Responsibilities

Article 21

1. By a resolution of the Universities Affairs Council, a supervisory committee called the “Academic Societies Supervisory Committee” shall be formed, consisting of:
 - a. Secretary General of the Council of Universities Affairs (Chair)
 - b. Deputy Minister of the Ministry of Education for Research and Innovation (Vice-Chair)
 - c. Three relevant university vice-presidents, nominated by the Minister of Education (members)
 - d. Four of board chairs of academic societies, nominated by the Secretary-General of the Council of Universities Affairs (members)
 - e. Two individuals experienced in the affairs of academic societies,

nominated by the Secretary-General of the Council of Universities Affairs (members)

There shall be a Secretary of the Committee assigned by the Chair of the Committee.

2. The term of membership for members in paragraphs (c, d, e) is three years, renewable once.
3. Diversity in specialization and universities shall be taken into account when selecting members.

Article 22

The supervisory committee meets at least every three months at the invitation of its Chair. The meeting is not valid unless at least two-thirds of its members are present, including the Chair or the Vice-Chair. Its decisions or recommendations are issued by the majority of the votes of those present and in case of equality, the side with which the chair of the meeting voted for shall prevail.

Article 23

The supervisory committee shall have the following duties and responsibilities:

1. Recommending the establishment of the academic society based on the recommendations of the Academic Council and the University Council.
2. Recommending the transfer of the academic society from one university to another, based on the recommendations of the Academic Council and the University Council in both universities.

3. Approval of the establishment of branches of the academic society in another university based on the proposal of the General Assembly
 4. Recommending the dissolution of the academic society, merging it, or suspending its activity.
 5. Following the procedures for establishing, dissolving, merging or transferring academic societies.
 6. Evaluating and following up the performance of academic societies, and measuring performance indicators.
 7. Reviewing the annual reports of academic societies.
 8. Following up on the completion of the procedures for establishing academic societies, and the formation of the general assembly, and the board of directors of the society.
 9. Any other tasks assigned to it by the Universities Affairs' Council.
- The Supervisory Committee may form committees and work teams from its members or others who are entrusted with whatever tasks the Committee deems appropriate, and the decision to form each committee shall specify its Chair, members and tasks.

Chapter Nine: General Provisions

Article 24

The academic society reports to the University President in which it was established or to whomever the President delegates.

Article 25

The council of each university sets the executive rules for this Regulation.

Article 26

The minutes of the General Assembly and the Board meetings are approved by the University President the society is affiliated with or whomever the President delegates.

Article 27

In the event of a disagreement between the University President and the General Assembly or the Board, the matter is referred to the University Council and its decision is final.

Article 28

The provisions of this Regulation shall apply to universities that follow the System of the Council of Higher Education and Universities issued by Royal Decree No. (M/8) dated 4/6/1414^H, and universities that follow the System of Universities issued by Royal Decree No. (M/27) dated 2/3/1441^H.

Article 29

The Universities Affairs' Council has the right to interpret this statute.

Article 30

This Regulation replaces the Rules Governing Academic Societies in Saudi Universities issued by the Higher Education Council Resolution No. (10/15/1420) dated 1/2/1420^H. It shall go into effect after (90 days) from the date of its approval by the Universities Affairs' Council, and all provisions that contradict it are hereby repealed.