



GUILDS, CHAPTERS & CONCLAVES

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OF GUILDS, CHAPTERS & CONCLAVES

A NEW WAY TO BELONG. A NEW WAY TO LEAD.

At MAIC, clubs and societies aren't just side activities — they're part of a living student structure inspired by tradition, purpose, and unity. Whether you're debating, dancing, or leading a futsal league, your part of something bigger.



GUILDS

Guilds are the heart of the student leadership system. Each Guild brings together Chapters that share a similar focus — like medicine, music, martial arts, or multiculturalism.

Led by a Guild Chair, each Guild provides structure, support, and opportunities for collaboration.





CHAPTERS

Your Chapter is your community.

Every club, society, or interest group is known as a Chapter — the core unit where ideas come to life and students lead together.

Chapters are headed by a Chapter Convenor, elected by members to represent their voice and steer their vision.



ORDERS

All Guilds are grouped under one of the Four Great Orders, each representing a key domain of student life:

- The Arcanum – Academic, Intellectual, And Research-Focused
- The Vanguard – Sports, Physical Disciplines, And Games
- The Atelier – Creative Arts, Media, And Expression
- The Sanctum – Faith, Identity, And Cultural Roots

Each Order is guided by a High Convenor who unites the Guilds within that realm.





▲ THE CONCLAVE

The Conclave is the summit of student leadership — a council of all High Convenors who together elect the Conclave Chair. This is where Orders connect, ideas scale, and leadership shapes the MAIC student journey.

This Is Your World. Your Platform. Your Story.

Lead A Chapter. Serve A Guild. Represent An Order.

The Journey Begins Here.

THE FOUR GREAT ORDERS

WHERE YOUR PASSIONS FIND THEIR PEOPLE.

Student life at MAIC is organized into four Orders —
each one a living ecosystem of ideas, action, and identity.
Every Chapter and Guild belongs to one of these Orders, depending on its focus and field.

THE ORDER OF THE ARCANUM

For the seekers, the scholars, and the ones who question everything.

The Arcanum brings together students from academic and professional disciplines — from medicine and business to tech, education, and research.

Here, intellect meets initiative.

- ◆ The Fukuzawa Guild
- ◆ The Aryabhata Guild
- ◆ The Alcuin Guild
- ◆ The Ibn Battuta Guild





THE ORDER OF THE VANGUARD

For the driven, the disciplined, and those who move with purpose.

The Vanguard is home to students passionate about sports, fitness, and physical mastery. Whether you're on the court, the field, or the mat — this is where strength and spirit unite.

- Guild of Motion
- Guild of Valor
- Guild of Aegis
- Guild of Arc





THE ORDER OF THE ATELIER

For the expressive, the imaginative, and the storytellers of our time.

The Atelier gathers creative minds — from visual artists and dancers to filmmakers and performers. If your ideas take shape in colour, rhythm, or design, this is where you belong.

- Guild of Resonance
- Guild of Vision
- Guild of Thought
- Guild of Light & Frame





THE ORDER OF THE SANCTUM

For the rooted, the reflective, and those who honour identity.

The Sanctum celebrates heritage, and cultural expression. It's a space where differences are respected, communities are nurtured, and values are shared.

Every Student Belongs Somewhere — And Every Order Leads Somewhere.

The Question Isn't If You Fit In. It's Where You'll Rise.

- **Christian Fellowship Chapter**
- **Indian Cultural Chapter**
- **Chinese Cultural Chapter**
- **Islamic Cultural Chapter (Ukhwah Ilmiyah)**







STUDENT LEADERSHIP STRUCTURE

EVERY CHAPTER HAS A VOICE.
EVERY GUILD HAS A PURPOSE.
EVERY ORDER HAS A PATH.

At MAIC, leadership isn't just a title —
it's a shared responsibility, a platform for change, and a pathway for growth.

The student leadership structure is designed to mirror real-world governance,
rooted in representation, service, and collaboration.

HOW IT'S ORGANISED: FROM CHAPTERS TO CONCLAVE

LEVEL	UNIT	LEADERSHIP ROLE	DESCRIPTION
 1	Chapter	Chapter Convenor	Leads a specific club or society. Elected by Chapter members. Coordinates activities, members, and direction.
 2	Guild	Guild Chair	Elected from among the Chapter Convenors within the Guild. Unites and represents all Chapters under one domain (e.g. Medicine, Motion, Vision).
 3	Order	High Convenor	Elected by all Guild Chairs in the Order. Represents the Order at the university level. Oversees strategy, alignment, and unity.
 4	Conclave	Conclave Chair	Elected by the four High Convenors. Chairs the Conclave. Speaks for all Orders and drives joint initiatives.



EXECUTIVE PORTFOLIOS WITHIN EACH ORDER

Each Order has a leadership council to support its mission, consisting of the following elected officers:

TITLE	ROLE
Chamberlain	Oversees Order finances, budgets, and funding proposals
Archivist	Maintains records, minutes, and archives of the Order
Scholar / Champion / Curator / Steward	Leads academic, sports, creative, or cultural initiatives depending on Order
Sentinel of Wellbeing	Ensures inclusivity, care, and the wellbeing of members
Herald	Manages communications, promotion, and outreach for the Order





ELECTIONS & REPRESENTATION

All positions are nominated and voted by their respective members
Elections take place annually with clear handover protocols
Leadership is rotated to promote growth and prevent concentration of power





WORKING TOGETHER

- Convenors meet monthly under their Guild
- Guilds meet termly within their Order
- The Conclave meets quarterly to align and approve shared projects
- Cross-Order collaborations are encouraged through joint councils or projects

Here, Leadership Isn't About Ruling —
It's About Representing, Building, And Lifting Others With You.

Everyone Has A Place. Everyone Has A Voice



STARTING OR JOINING A CHAPTER

FIND YOUR SPACE. OR CREATE ONE.

Every club or society at MAIC is known as a Chapter, and every student can join one — or start a new one. Whether you're passionate about literature, martial arts, robotics, or heritage, there's a home waiting for you — or one waiting to be built.



JOINING A CHAPTER

Joining an existing Chapter is easy.

Here's how:

- **Explore the Guild Directory**

Browse the Playbook or ask your faculty for the list of active Chapters under each Order.

- **Reach Out**

Contact the Chapter Convenor or the Guild Chair.

You can also attend recruitment drives during orientation or clubs week.

- **Get Involved**

Attend activities, join planning meetings, and be part of the team.

STARTING A NEW CHAPTER

If no Chapter represents your passion — create one.

✓ Minimum Requirements:

- At least 10 active members
- A proposed Chapter name and purpose
- A draft Chapter Constitution (template provided in Section 10)
- A nominated Chapter Convenor and Deputy
- Alignment under a suitable Guild and Order





REGISTRATION PROCESS:

1. Submit Application

Complete the Chapter Registration Form with the above details.

2. Guild Review

The relevant Guild Chair will review and endorse your proposal.

3. Order Confirmation

The High Convenor of the Order will formally charter the Chapter and assign an Advisor if needed.

4. Launch & Induction

Once approved, the Chapter will be inducted at the next Conclave Assembly.





THINGS TO NOTE:

- Chapters must remain non-political, non-discriminatory, and inclusive
- Chapters must renew their status annually via Activity Reports & Membership Updates
- Inactive Chapters for two consecutive semesters may be dissolved or merged

Your Passions Deserve A Platform.
Don't Wait For Permission. Lead The Way.

PROGRAMMING & EVENTS

EVERY GREAT IDEA DESERVES A STAGE.

Events are where Chapters come alive.

From workshops and tournaments to awareness campaigns and festivals, your Chapter's calendar reflects your community's energy, creativity, and purpose.

At MAIC, we believe in creating meaningful experiences that go beyond the classroom.



TYPES OF ACTIVITIES YOU CAN RUN

CATEGORY

EXAMPLES

Academic & Professional

Talks, Conferences, Debates, Skill Workshops

Creative & Cultural

Performances, Exhibitions, Film Screenings, Open Mics

Sports & Physical

Tournaments, Leagues, Clinics, Fitness Challenges

Faith & Community

Celebrations, Interfaith Dialogues, Cultural Nights

Social Impact

Fundraisers, Health Campaigns, Outreach Projects





EVENT PLANNING PROCESS

- **Initial Proposal**

Draft an Event Proposal Form including objectives, target audience, timeline, budget, and risk considerations.

- **Chapter Review**

Your Chapter Convenor discusses it with the Guild Chair and team.

- **Guild & Order Endorsement**

The Guild Chair forwards it to the High Convenor for official endorsement.

- **Logistics & Promotion**

Liaise with relevant departments (venue, publicity, sponsorship, etc.).

- **Post-Event Report**

Submit an Event Outcome Summary and media highlights for archiving and future support.

TIPS FOR MEMORABLE EVENTS

- Start Small And Scale Up — Quality Over Quantity.
- Collaborate Across Chapters Or Even Orders For Joint Initiatives.
- Reflect Your Chapter's Identity In Everything — From Theme To Decor.
- Always Include Elements Of Learning, Leadership, Or Impact.
- Respect Academic Calendars And Religious/Cultural Sensitivities.





ANNUAL FLAGSHIP EVENTS

Every Guild is encouraged to develop at least one signature event each year — a flagship experience that brings together students, faculty, and the wider community.

Examples:

Arcanum: Intervarsity Debate Cup, Research Expo

Vanguard: Sports Day, Martial Arts Showcase

Atelier: MAIC Arts Fest, Campus Fashion Runway

Sanctum: Unity Week, Interfaith Forum

You Don't Need A Huge Budget To Create Lasting Memories.

You Just Need Heart, A Clear Plan, And Your Chapter By Your Side.

FUNDING & RESOURCES

EVERY IDEA NEEDS FUEL. HERE'S HOW TO GET IT.

Whether you're planning a workshop, tournament, or community outreach program, resources are essential.

At MAIC, funding and support are provided through a structured and transparent system, designed to empower Chapters without financial burden.

SOURCES OF FUNDING

SOURCE

DESCRIPTION

Order Budget

Annual allocation managed by the Chamberlain of your Order. Chapters apply through their Guild.

University Grants

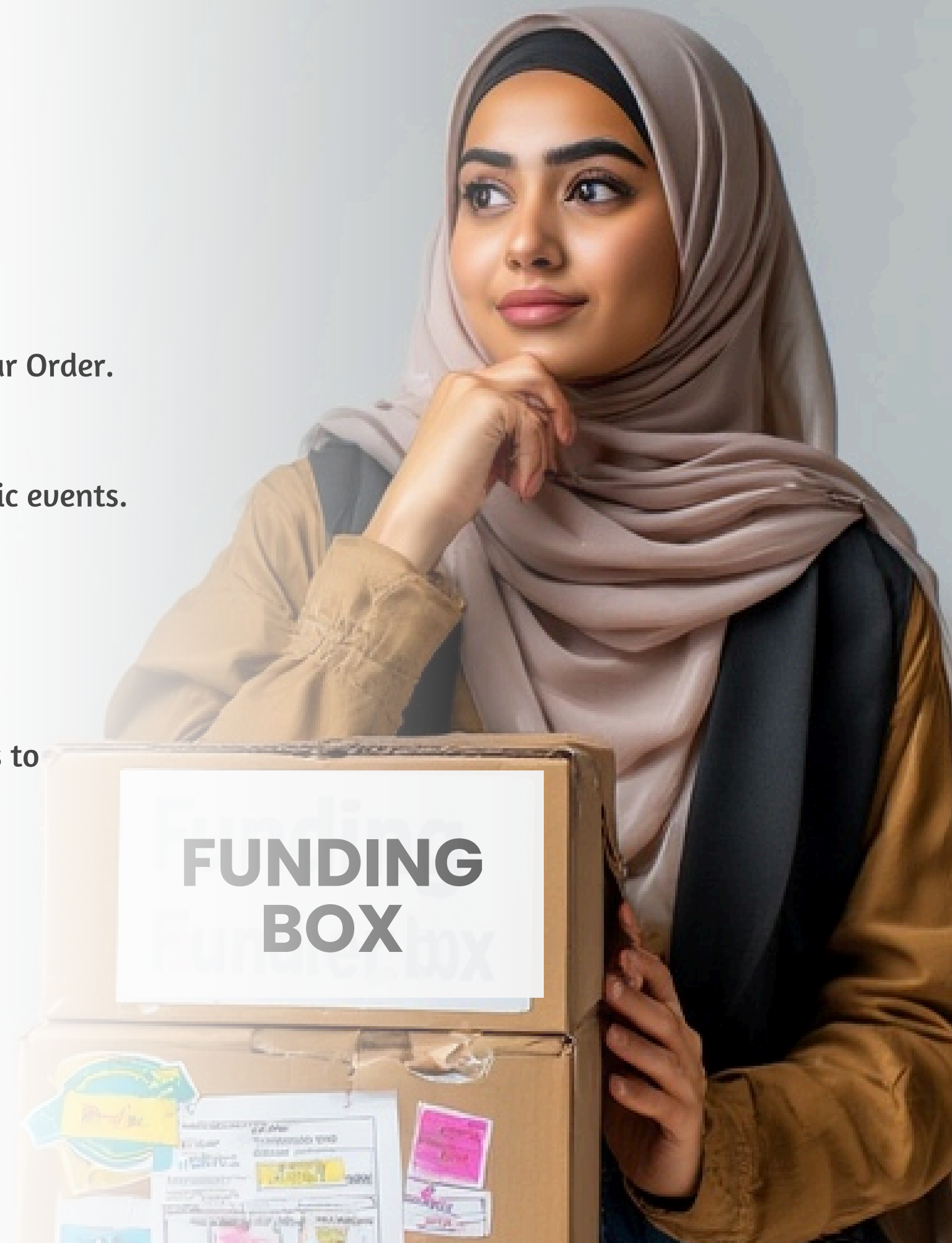
Special funding for high-impact, cross-faculty, or public events. Requires proposal and endorsement.

External Sponsorship

Chapters may source sponsors, subject to university guidelines and approvals.

Fundraising

Chapters may organize approved fundraising activities to support their own initiatives.





HOW TO APPLY FOR FUNDS

1. Draft Your Budget

Use the standard Budget Request Template (see Section 10). Include expected income, expenses, and justification.

2. Submit to Guild Chair

All funding requests go through your Guild Chair, who reviews and endorses the request.

3. Forward to Chamberlain

Endorsed requests are forwarded to the Order's Chamberlain for financial verification and recommendation.

4. Final Approval by High Convenor

Once approved, funds are disbursed according to MAIC's procurement procedures.





AVAILABLE RESOURCES

Beyond funding, your Chapter may access:

RESOURCE

ACCESS POINT

Venues & Spaces

Bookable through Student Affairs or your Guild Chair

PA & Tech Equipment

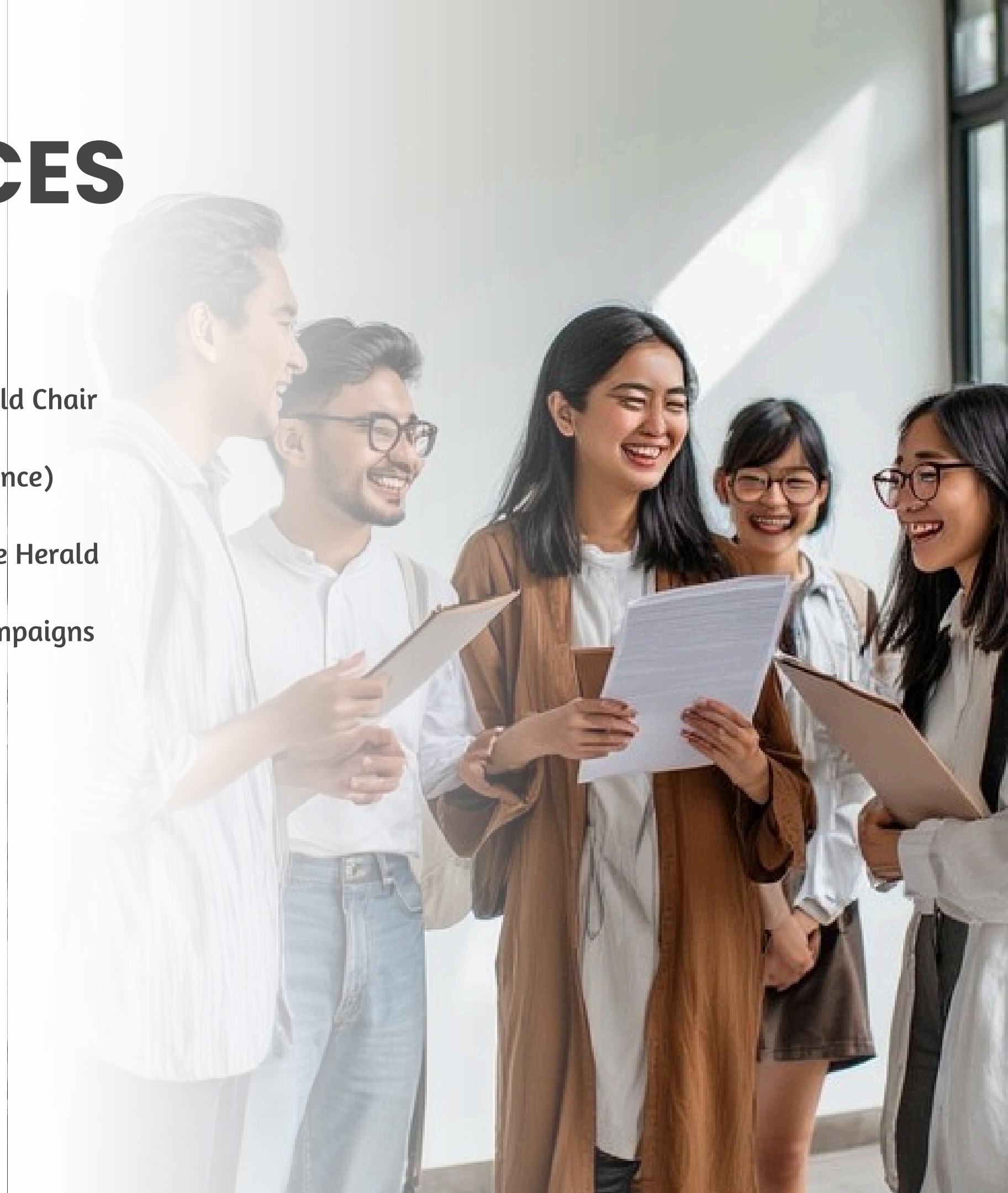
Via Event Support Unit (must request in advance)

Publicity Channels

College social media, screens, emailers via the Herald

Booths & Tables

During Clubs Week, Fairs, and on-campus campaigns





GOOD PRACTICES IN BUDGETING

- Always include a small contingency buffer (5–10%)
- Avoid large single-source dependencies (e.g., all from one sponsor)
- Be transparent with receipts and post-event financial reports
- Unused funds must be returned or re-allocated with permission

Every Great Chapter Manages Their Ideas Like A Start-Up.

Plan Smart. Spend Wisely. Deliver Impact.



PUBLICITY & PROMOTION

**MAKE NOISE. SPREAD THE WORD.
BE SEEN FOR WHAT YOU DO.**

Every Chapter has a story to tell — and telling it well is part of the journey. Whether you're recruiting new members, launching a campaign, or celebrating a win, your visibility fuels your impact.

TY CHANNELS AVAILABLE

CHANNEL

College Screens & Digital Boards

Official MAIC Social Media

MAIC WhatsApp Broadcast / Telegram

Campus Fairs & Clubs Week

Printed Posters / Flyers

ACCESS POINT

Submit posters via your Herald or Student Central

Requests go through your Order's Herald

For major updates or cross-campus events

Book tables, banners, and booths through your Guild

Must be approved and stamped by Student Affairs





DESIGN & BRANDING GUIDELINES

- Always include the MAIC logo and your Order or Guild name
- Avoid religious, political, or offensive imagery
- Posters must be in English, or bilingual with approved translation
- Submit designs for approval at least 7 working days before posting
- Templates are available through your Herald or Guild Chair



➔ BEST PRACTICES FOR CHAPTER VISIBILITY

- Create a dedicated Instagram page or social media profile for your Chapter
- Use consistent hashtags (e.g., #MAICClubs, #GuildOfVision)
- Share behind-the-scenes moments — not just polished flyers
- Tag MAIC's official channels for amplification
- Post event highlights or member spotlights regularly



WHAT NOT TO DO

- Do not distribute flyers or post on notice boards without approval
- Avoid content that excludes, stereotypes, or promotes sensitive views
- Never use MAIC's name for external endorsements without permission

Your Chapter Is More Than What It Does.
It's Also How It Tells Its Story, Shows Up, And Inspires Others To Join.



INCLUSIVITY, ETHICS & RESPECT

BE PROUD OF WHO YOU ARE.

RESPECT OTHERS FOR WHO THEY ARE.

At MAIC, every Chapter — regardless of focus — is expected to create an environment where all students feel welcome, safe, and respected. Whether you're leading a debate or hosting a dance session, values come first.

INCLUSIVITY IS NON-NEGOTIABLE

PRINCIPLE

Open to All

Safe Spaces

Respect for Faiths &
Cultures

Gender Respect

WHAT IT MEANS

Chapters must be open to students of all races, religions, gender identities, and abilities.

Activities must foster psychological and emotional safety — no harassment, bullying, or hostility.

Events must avoid cultural insensitivity, religious exclusion, or misrepresentation.

Equal leadership opportunities must be offered to all members. Events must be accessible and free from gender bias.



CODE OF CONDUCT FOR CHAPTERS

All Chapters Agree To The Following Expectations:

- Treat every member with dignity and fairness
- Use language and visuals that are inclusive and appropriate
- Follow university regulations and Malaysian law in all activities
- Prioritize wellbeing and consent in physical or interactive events
- Ensure all Chapter decisions are made democratically



WHAT'S NOT ALLOWED

- Hate speech, discrimination, or microaggressions
- Hazing or initiation rituals of any kind
- Political campaigning under Chapter branding
- Appropriating or mocking cultures, traditions, or identities
- Using Chapter platforms for personal profit or outside commercial activity





DIVERSITY IS YOUR SUPERPOWER

MAIC is a rich mosaic of nationalities, cultures, and beliefs. Chapters that embrace this create stronger communities, deeper friendships, and more meaningful impact.

It's Not Just About What You Do —
It's About How You Do It.

Lead With Empathy. Include With Intention.
Celebrate What Makes Us Different.

CONSTITUTION & GOVERNANCE

EVERY CHAPTER, BUILT ON PURPOSE.

RUN ON PRINCIPLES.

A Chapter is more than just a club — it's a self-governing community.

To function effectively, every Chapter must have a constitution:

A written document that outlines how it operates, how it makes decisions, and how it ensures continuity.

WHAT IS A CHAPTER CONSTITUTION?

A constitution is your Chapter's rulebook. It defines:

- Your mission and objectives
- Leadership roles and selection process
- Membership eligibility
- Meeting and voting procedures
- Finance and reporting structures
- Conflict resolution steps

A Chapter without a constitution cannot be officially chartered under any Guild.





KEY ELEMENTS OF A STANDARD CONSTITUTION

SECTION

CONTENT

- | | |
|-----------------------|--|
| 1. Name & Affiliation | State Chapter Name And Its Guild & Order Affiliation |
| 2. Mission Statement | Clear, Concise Purpose Of The Chapter |
| 3. Membership | Eligibility, Rights, And Termination |
| 4. Leadership Roles | Titles, Responsibilities, Term Limits |
| 5. Elections | Nomination, Voting Process, And Timelines |
| 6. Meetings | Frequency, Quorum, And Decision-Making |
| 7. Finances | How Funds Are Requested, Used, And Reported |
| 8. Amendments | How Changes Can Be Made To The Constitution |
| 9. Dissolution | When And How The Chapter Can Be Closed |



GOVERNANCE: HOW CHAPTERS MAKE DECISIONS

- All Chapters must meet at least once a month
- Major decisions (e.g. events, budget, membership changes) must be:
 - Discussed with members
 - Voted upon with proper minutes recorded
 - Chapter Convenors must report monthly summaries to their Guild Chair



DISPUTE RESOLUTION

If conflicts arise within the Chapter:

1. Raise the issue with the Chapter Convenor
2. If unresolved, escalate to the Guild Chair
3. Further escalation goes to the High Convenor
4. The Conclave only intervenes in systemic or unresolved cases

A Strong Chapter Doesn't Run On Charisma.
It Runs On Clarity, Fairness, And Trust.
Your Constitution Is Not A Burden — It's Your Blueprint.



FORMS & TEMPLATES

START STRONG. STAY ORGANISED. SCALE CONFIDENTLY.

Every Guild, Chapter, and Convenor is expected to manage activities transparently and efficiently. To support you, the following forms and templates are available – each one designed to save time, standardise processes, and ensure accountability.



ESSENTIAL FORMS

FORM

Chapter Registration Form

Leadership Nomination Form

Event Proposal Form

Budget Request Template

Post-Event Report Template

Annual Chapter Renewal Form

PURPOSE

For Proposing A New Chapter Under A Guild

For Chapter Elections Or Appointments

Required For All Activities Seeking Guild Or University Approval

Used To Apply For Funding From The Order's Chamberlain

Summarises Impact, Attendance, And Expenditure

Ensures Continued Recognition And Updated Leadership Records



TEMPLATES & SAMPLES

DOCUMENT

Chapter Meeting
Minutes Template

Event Risk
Assessment Sheet

Finance Tracking
Sheet

Poster Submission
Template

PURPOSE

Records decisions and attendance during
monthly meetings

Required for medium/high-risk activities
(e.g. travel, sports)

For Chapters to manage their income,
expenses, and receipts

Ensures alignment with MAIC branding and
event approval process



THE FOUR ORDERS

THE ORDER OF THE ARCANUM

◆ The Fukuzawa Guild

Business Scholars Chapter

◆ The Aryabhata Guild

Creative Arts Scholars Chapter

IT & Multimedia Scholars Chapter

Mass Communication Scholars Chapter

◆ The Alcuin Guild

Health Science Scholars Chapter

◆ The Ibn Battuta Guild

Beauty and Aesthetics Scholars Chapter

Hair Dressing Scholars Chapter





THE ORDER OF THE VANGUARD

● **Guild of Motion**

MAIC Netball Club

MAIC Football Club

● **Guild of Valor**

MAIC Taekwondo Club

MAIC Silat Club

● **Guild of Aegis**

MAIC E-Sport Club

● **Guild of Arc**

MAIC Badminton Club

MAIC Table Tennis Club





THE ORDER OF THE ATELIER

- **Guild of Resonance**

MAIC Dance & Music Chapter

- **Guild of Vision**

MAIC Art & Design Chapter

MAIC Photography Chapter

- **Guild of Thought**

MAIC Debate & Oratory Chapter

- **Guild of Light & Frame**

MAIC Broadcasting & Digital Media Chapter





THE ORDER OF THE SANCTUM

- **Christian Fellowship Chapter**
- **Indian Cultural Chapter**
- **Chinese Cultural Chapter**
- **Islamic Chapter (Ukhwah Islamiyah)**

