



Daffodil International University Blood Donors Club

DIUBDC

1. NAME

Daffodil International University Blood Donors Club (DIUBDC)

2. OBJECTIVES

Our first and main motive is to help human beings. As we are the students of Daffodil International University, we want to ensure that every student of our university can proudly say that he/she is a blood donor. We also want to fulfill the needs of the blood of our Daffodil Family. Most of the time, the students of our university fall in suffer and face so many problems to collect blood in an emergency moment. For this reason we want to give them a platform to knock for blood and want to give a proper source to get blood timely. We also want to create awareness among our students on donating blood. After all we want to represent our university by this novel works.

3. DEFINITIONS

For the purposes of this Constitution, the following terms will mean:

Club	: Daffodil International University Blood Donors Club (DIUBDC).
AGM	: Annual General Meeting
Executive	: The elected Executive Committee of the Club
University	: Daffodil International University

Lifetime member : A person conferred automatic membership to the club for life by resolution at a General Meeting. The Immediate Past President will be a lifetime member of the Executive Committee directly.

4. MEMBERSHIP

- 4.1. All currently enrolled students of the University will be eligible for membership of the Club. The club is responsible to enroll general members at least twice in a year.
- 4.2. There is a limit of one vote per member for all voting members of the club.

5. MEMBERSHIP FEES

The Monthly subscription for members will be determined on occasion by a general meeting of the club. Membership fees for the members of the Club will be a minimum of 10 taka (BDT 10) per month.

6. ADVISORY COMMITTEE

- 6.1. An Advisory Committee will be formed by the proper permission and concern of the Honorable Vice Chancellor of DIU including four (4) Faculty members, two (2) Officials of DIU. The Executive Committee is liable to inform and take proper permission from the higher authority through advisor panel and Students Affairs Department for any club activities.
- 6.2. The Convener: He or she will maintain the club activities and will work for taking permission from the higher authorities. He will communicate with the members of executive committee for club events.

7. EXECUTIVE COMMITTEE

- 7.1. An Executive Committee consisting of President, Secretary, and Treasurer will be elected at the Annual General Meeting by the direct vote of the existing members. And rest of the Six Committee Members will be selected by the President, Secretary and

treasurer with the consultation of the Advisory Panel. The Executive of the Club will hold their position for one year until the subsequent AGM.

7.1.1. **The President** will be the Chairperson of the Executive Committee of the Club.

Arranging club meetings, planning and supervising club activities, maintaining communication with the teachers' committee of the club, maintaining official letters, maintaining official communication with the DSA office, etc. The president's role is to do everything when it's necessary.

7.1.2. **The General Secretary** will attend to all correspondence of the Club and ensure

that a true and accurate record is kept of all duly convened General Meetings and Executive Meetings of the Club. He or she will direct all kind of official meetings and programs.

7.1.3. **The Treasurer** will attend to all matters concerning the Club's finances. His/her

work will be Proposing budget with the help of President, Vice President and the other executive members, keeping accurate records of expenditure during any club activity, maintaining communication with the treasurer office regarding budget, maintaining communication with potential sponsor for any club related activity, etc.

7.1.4. **The Organizing Secretary** is responsible for communicating with the executive

and general members for arranging any activities smoothly. He/she also play role as a bridge between general members and executive members.

7.1.5. **The Office Secretary** is responsible to maintain a file of the papers, records and

documents of the Club with the concern of the Secretary. He has to report office activities to the General Secretary. He / She is also responsible to arrange any sorts of the internal and external program with the guidance of organizing secretary. He/she will maintain communication with the treasurer for budget allocation, planning and executing expenditure for any club event, maintaining communication with other committees before any event to plan the expenditure, help in venue decoration, helping the media and communication committee with printing and

distributing communication materials for any event, helping with transportation of decorations or other event related materials from one place to another, planning and executing food related works during any event, helping vice president with appointing volunteers and DIUBDC members for any club related activity, etc.

7.1.6. **The Media and Communication Secretary** is responsible to advertise all the activities of the club through news Papers, e-mail, notice board, phone call etc. He/she has to prepare a report/story after any important events then send it to different media as a press note.

7.1.7. **Members:** There will be a fixed amount of members who will be selected by the executive committee.

7.2. The Immediate Past President will be a lifetime member of the Executive Committee.

7.3. A member of the Executive may be removed from his or her position by a vote of “no confidence” which will require a simple majority at a duly convened General Meeting.

7.4. Any member of the Executive who is absent from three consecutive Executive meetings may be removed from his or her position by a simple majority vote of “no confidence” at an Executive Meeting, only if a quorum is not reached at a duly convened General Meeting.

7.5. At any General Meeting of the Club or of the Executive, and internal events, the President will preside. The President may delegate the role of Chairperson of any meeting to another person. If the President is not present, the Vice-President will preside. If neither be present, the persons present at the meeting as members of the Club or of the Executive (as the case may be) will elect one from their number to preside at the meeting as its Chairperson. The Chairperson will have a deliberative vote and will have a casting vote in the event of an equal division of votes on any question.

8. GENERAL MEETINGS

8.1. Two general meeting will be held in per month and an AGM will be held in per year.

8.2. The Purpose of the AGM will be to:

8.2.1. Receive a report and statement of the accounts for the previous year.

8.2.2. Elect the Executive members for the ensuing year.

8.2.3. Accept reports from the outgoing executive committee.

8.2.4. All General Meetings must be held on University campus, and on a weekday during the term.

9. ELECTION PROCESS

9.1. The Convener of the club from the Advisory panel will preside over the election of the executive committee at the AGM. The Convener will be responsible for ensuring that the elections are conducted fairly and in accordance with this document.

9.2. Interested candidates have to apply for the nomination with the prescribed form to the existing committees on before 15 days from the AGM. It is mandatory for the candidates to maintain at least CGPA 3.00 out of 4 in order to apply for the post of Executive Committee.

9.3. Nominations for the position of President, Treasurer and General Secretary must be received in writing by the Convener 48 hours before the AGM.

9.4. If there is only one nomination for the position of President, General Secretary or Treasurer, the Convener may confirm the election without calling a vote. If there are no nominations for the position of President, Secretary or Treasurer, the Convener can call for nominations at the AGM, for that position. The Convener will call for nominations for Committee members at the AGM.

10. COMMUNICATIONS

10.1. The General Secretary will call the General Meetings with the help of Organizing Secretary with the prior notice of one week. The notice should also be sent to members either in a publication or by special notice, or by phone or e-mail, etc.

10.2. In the case of an emergency Executive meeting, notice by the method of the phone to all Executive members will suffice.

11. MANDATORY ACTIVITIES

The Club is responsible to arrange Blood Donation Campaign, Awareness Program, and Seminars on Blood Donation with the supervision of the Director, Students' Affairs, DIU.