

Daffodil International University Communication Club (DIUCoC) Constitution

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1. NAME

The name of the club shall be Daffodil International University Communication Club (DIUCOC).

2. OBJECTIVES

The objectives of this club shall be:

- a) To promote Entrepreneurial activity among the Daffodil International University students, to develop skills required in different sector of Mass Media. The club will enable them to gain experience in mass media and communication sector.
- b) To ensure widespread and high quality participation in intra and inter university.
- c) To co-ordinate social activities amongst the club membership.
- d) To promote the exchange of ideas and skills between members, and act as a resource base for members.
- e) To promote the other clubs and the students in mass media sectors.

3. DEFINITIONS

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

Club: Daffodil International University Communication Club (DIUCoC).

AGM: Annual General Meeting

Executive: The elected Executive Committee of the Club

University: Daffodil International University

Life time member: A person conferred automatic membership to the club for life by resolution at a General Meeting. The Immediate Past President shall be a life time member of the alumni Committee directly.

4. MEMBERSHIP

4.1 All currently enrolled students of the University shall 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 shall be determined on occasion by a general meeting of the Club. Membership fees for the members of the Club shall be hundred taka for a semester.

6. ADVISORY COMMITTEE

An Advisory committee will be formed by the proper permission and concern of the Honorable Vice Chancellor of DIU including three (3) Faculty members, one (1) 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.

7. EXECUTIVE COMMITTEE

7.1 An Executive Committee consisting thirteen (13) members of President, Secretary, and Treasurer shall 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 Advisory panel. The Executive of the Club shall hold their position for one year until the subsequent AGM.

7.1.1 The **President** shall be the Chairperson and Convener of the Executive Committee of the Club. The President is charged with the supervision, co-ordination and faithful conduct of the Club. He or she shall be responsible for the Club's communication and correspondence with the DIU Authority. The President shall be a signatory to the DIUCoC bank account.

7.1.2 The **General Secretary** shall 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 shall maintain a file of the papers, records and documents of the Club.

The secretary shall make minutes of all General Meetings available to DIU. The Secretary shall be a signatory to the DIUCoC bank account.

7.1.3 The **Treasurer** shall attend to all matters concerning the Club's finances. He or she shall be responsible for maintaining a file containing copies of requisitions, orders, petty cash vouchers and other essential documents of a financial nature. The Treasurer shall keep a columnar cash book showing details of receipts, expenditure and balance, and shall present to the Annual General Meeting of the Club a financial statement of the Club's accounts, and make records available to DIU at anytime. The Treasurer shall be a signatory to the DIUCOC bank account.

7.1.4 The **Vice-President** shall co-operate with the President and act on his or her behalf in the President's absence, illness or incapacity.

7.1.5 **The Joint secretary/s** shall co-operate with the Secretary and act on his or her behalf in the secretary's absence, illness or incapacity.

7.1.6 The **organizing secretary** are responsible for communicate 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.

7.1.7 The **Promotion and media Secretary** is responsible for the promotional activities and the external communications of the club. He/ she is responsible for any kind of communications in national and international sectors of communication.

7.1.8 The **Program secretary** is responsible to arrange any sorts of internal and external program with the guidance of organizing secretary.

7.1.9 The **Publication secretary** will be responsible for all kind of publication works of the club (magazine, banner, posters, notice etc).

7.1.10 the **Social affairs secretary** is in charge for the social activities of the club.

7.1.11 the **executive members** of *three members* will be counted as the executive members as they will be attending the meetings and shall be nominated as secretaries in the case if secretary/secretaries are absent or inactive.

7.2 The Immediate Past President shall be a member of the Executive Committee. This will be effective from the second years executive committee.

7.3 A member of the Executive may be removed from his or her position by a vote of "no confidence" which shall 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 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 shall preside. The President may delegate the role of Chairperson of any meeting to another person. If the President is not present, the Vice-President shall 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) shall elect one from their number to preside at the meeting as its Chairperson. The Chairperson shall have a deliberative vote and shall have a casting vote in the event of an equal division of votes on any question.

7.6 The advisory committee can diminish or remove any of the executive member or the whole executive committee if they create any kind of problems against the club or if they misuse their posts.

7.7 The person nominated for the election for the president will be selected by the advisory committee.

8. GENERAL MEETINGS

8.1 There shall be an Annual General Meeting of the Club held on or before October 31st each year.

8.1.1 Notice of the AGM shall be advertised at least seven days prior to the meeting under section 9.1

8.1.2 The quorum at the AGM of the Club, and at all other General Meetings, shall be equivalent to one half (50%) of the total of Club members or twenty members, whichever is less; of which ten must be physically present at the meeting.

8.1.3 The Purpose of the AGM shall be to:

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

(b) Elect the Executive members for the ensuing year

(c) Accept reports from outgoing executive committee.

8.2 A Returning Officer shall be appointed by the Executive committee from the Advisory panel to preside over the election of executive committee at the AGM. The Returning Officer will be responsible for ensuring that the elections are conducted fairly and in accordance with this document.

8.3 Interested candidates have to apply for the nomination with the prescribed form to the existing committees on before 15 days from the AGM.

8.4 Nominations for the position of President, Treasurer and Secretary must be received in writing by the Returning Officer 48 hours before the AGM.

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

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

9. COMMUNICATIONS

9.1 One weeks notice of General Meetings shall be placed by the Secretary on the DIUSC Notice Board. Notice should also be sent to members either in a publication or by special notice, or by phone or e-mail, where possible.

9.2 The Secretary shall give all Executive members forty-eight hours notice of all meetings. In the case of an emergency Executive meeting, notice by method of phone to all Executive members shall suffice.

10. MANDATORY ACTIVITIES

The Club is responsible to arrange at least one program/competition among the different departments of DIU, one program/competition at Intra-University and one program/competition at Inter-University level with the supervision of student affairs department, DIU.