

Daffodil International University Voluntary Service Club (DIUVSC) Constitution

Constitution:

1. Name : Daffodil International University Voluntary Service Club (DIUVSC)

2. Objectives : To develop the sense helping each and every one voluntarily

3. Definitions:

Name: Daffodil International University Voluntary Service Club (DIUVSC)

AGM: Annual General Meeting

RGM: Regular General Meeting

Workshop: Different Photography related Workshops will be arranged in different times.

4. Membership: Any Student from Daffodil International University can join this club.

5. Membership Fees: To become a member students will pay taka 100.

6. Advisory Committee: Advisory Committee will be constituted with 2 Teachers & 1 officials from DIU.

7. Executive Committee: An Executive Committee consisting 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.

7.1.2 The **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.

7.1.3 The **Treasurer** shall attend to all matters concerning the Club's finances.

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 **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.

7.1.8 The **Media 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 notes.

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

8. General Meetings

8.1 There shall be an Annual General Meeting of the Club held on or before December 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. Communication

9.1 One week notice of General Meetings shall be placed by the Secretary. 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. Our Club will not organize or will not be present in any kind of Rag Day & Farewell Program in the University.