



# VARENDRA UNIVERSITY BUSINESS CLUB

## CONSTITUTION

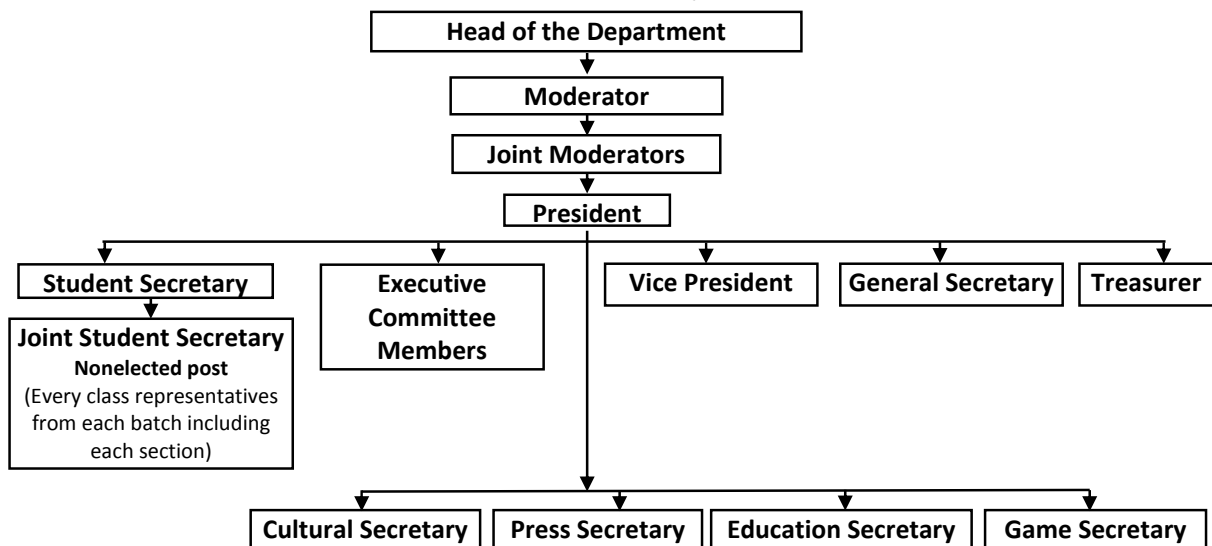
1. “Varendra University Business Club” is a voluntary students’ organization. Only the students of Business Administration of Varendra University can be a registered member of the club.
2. The club will only engage with extra curriculum activities related to students.
3. **Membership of the Club:**
  - a. All member of the club will be treated as “General Registered Member (GRM)”.
  - b. The club will be financed by the registered club members. Fess of GRM will be fixed by the executive committee. Every student has to pay their membership fees at the beginning of the semester to participate or contest the election. Without paying membership fee or renewal of membership no student can participate or contest in the election.
4. There will be a moderator and some joint moderators of this club. Teachers of the department will act as a moderator or joint moderators. Departmental Head will select moderator from the teachers and all other teachers will be treated as joint moderators.
5. **Election and Duration of the Executive Committee:**
  - a. The club will be administered in a democratic way. The executive committee members will be elected by the secret voting of the registered club members at the presence of moderator or joint moderators. Moderator will act as election commissioner. His/her decision will be the final one.
  - b. The duration of each executive committee will be maximum 4 months (midterm exam-midterm exam). Election must be conducted within a week after every midterm examination and previous committee will hand over the responsibility to the new elected committee immediately after the election is being held.
  - c. After the election, previous committee will hand over the responsibility to the new committee.
  - d. Moderator will act as an Election Commissioner. All activities related to election will be done by the Election Commissioner with the help of joint moderators.
  - e. At the beginning of every semester class, moderator will announce last date of membership application (new/renew). No membership will be accepted after the specific date. After become a registered member, a student can enjoy voting rights and contest for the post of VUBC executive committee.
6. **Eligibility to be a member of the Executive Committee:**
  - a. Until all semesters are available (1<sup>st</sup> sem to 11<sup>th</sup> sem), any student having GPA 3.6 (last semester final exam) and more of the most senior batch will get the opportunity to be an elected president and any student having GPA 3.5 and more (last semester final exam) of the next senior batch will get the opportunity to be a vice- president. When all semesters will exist, then president will be nominated and elected from 11<sup>th</sup> semester and vice president will be nominated and elected from 10<sup>th</sup> semester. If President and Vice President are unavailable from the above mentioned semesters/batches, then the students of immediate next semester/batch will be eligible for the posts.
  - b. President and Vice President will be treated as a member of the immediate next committee once only without election (if they will not contest for other post or same post again).
  - c. Other posts of the club are open for all students, but a student can contest for only one post.
  - d. A student can be elected maximum two times for the same post.
  - e. If there is only one contestant for the specific post, he/she will be declared as elected.
  - f. All class representatives will be treated as joint student secretary. This post is a non electoral post. Class representative can contest for any other post, and if he/she will be elected for any other post, he/she will not treat as a joint student secretary. But he/she will be responsible to communicate with his/her own batches’ students regarding any matter of VUBC.
  - g. If there is an unavailability of any candidate(s) for any post(s), moderator can select any general member of the club for the post(s) after consulting with joint moderators.
7. **Restrictions and/or cancelation of membership:**
  - a. If any member of the executive committee become unable to perform his/her assign job then he/she will be accountable to the president for explaining the reason and the president can take action by consulting with moderator.
  - b. After completing degrees (BBA and MBA), general membership of a student will be terminated.
  - c. Expelled and re-ad students cannot contest for any executive post, they can only be the general member of the club.
  - d. If a student becomes a member of any other executive committee(s) of Varendra University, he/she can’t contest for any executive post except ‘executive general member’ or after elected an executive committee member of VU Business Club, he/she can’t be a member of any other executive committee member of any other organization(s) of Varendra University, in such case the post will be treated as vacant.

- e. No one can raise any question(s) regarding the law, constitution and the decision taken by the head of dept., moderator and joint moderators. If does, membership may be cancelled.
  - f. Department has every right to dismiss or declare cancel any executive committee member (i.e., president, vice president, etc.) at any time due to any kind of misconduct, misbehave etc. In such case, committee will decide who will perform in his/her duties till next election.
  - g. For any misconduct or misbehave or any other reasons; moderator, joint moderators and head of the dept. have the right to dismissed the president, vice president and any other executive members from their post at any time.
  - h. The club member(s) will not act in such a way that may harmful for the student(s) or image of the club, if anything found wrong then moderator and joint moderators have the right to cancel his/her membership.
- 8. Decision making process:**
- a. Any decisions will be taken through executive committee meeting. Final approval will be given by the departmental head.
  - b. To conduct any meeting, moderator (or his/her representative), at least 2 joint moderators and 60% of total executive committee members must be present.
  - c. All decisions must be written and signed by the present executive committee members. Moderator and joint moderators will have every right impose veto against any decision; if they do so then the decisions will be treated as invalid.
9. Moderator and/or joint moderators will collect fees from the students and elected treasurer will keep the records of expenditures. Moderator/joint moderator can ask help from students/members for this purpose. An account will be open and maintained jointly by the moderator and departmental head.
10. Any kind of constitutional change can be done by the moderator and joint moderators after the approval of the departmental head.
11. Head of the Department has every right to dissolve the club at any time without showing any reason/cause.

**There will be a 12 Member Executive Committee (except co-conveners and two executive committee members) as follows:**

1. President (One)
2. Vice-President (One)
3. General Secretary (One)
4. Treasurer (One)
5. Cultural Secretary (One)
6. Press Secretary(One)
7. Game Secretary(One)
8. Education Secretary(One)
9. Executive Committee Members [Three + Two (ex president and vice president which are non elected post)]
10. Student Secretary (One from joint student secretary through election)
11. Joint Student Secretary (All class representatives: Non elected post)

**Structure of “Varendra University Business Club”**



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**DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS****Moderator:**

Moderator is responsible for all activities related to VU Business Club. Specific responsibilities and duties are:

- initiate and arrange programs with the help of executive committee members
- monitor and control club activities
- attending executive meetings
- provide instructions to the members
- suggest any changes of constitutions.
- play the role as a Election commissioner and he/she is responsible for all activities related to election.
- announce dates for new/renew of membership.

**Joint Moderator:**

Main responsibility of joint moderators is to help moderator in any aspect. Moderator will assign duties/responsibilities to the joint moderators. Joint moderators can play roles as a convener to a specific subcommittee(s).

**President:**

President of the executive committee is the key person from the students' part. All executive members will be under his/her leadership. He/she will be responsible for his/her job to the moderator. Responsibilities or duties of President will be:

- Call a meeting through General Secretary after consulting with the moderator.
- Take initiative and arrange different programs related to students.
- Make decisions regarding any activities through executive committee meeting.
- Monitor and control club functions/programs.
- Form subcommittee(s) to arrange any programs.
- All executive members will be responsible for their job to him/her.

**Vice President:**

Vice President of the executive committee is the honorary post. He/she will act as President in charge if President will absent or the post become vacant. When vice president will act as a president, he/she will be responsible for all activities assigned for the president.

**General Secretary:**

After directed by the President, General Secretary will call executive committee meeting by communicating all executive committee members through written invitation letter. Every member must be informed about the meeting. General Secretary will keep records about the decisions of the meeting in written form and take signatures of the members who participated the meeting.

**Treasurer:**

Treasure is responsible for to collect money from the students and keep records of expenditure. He will place a statement of income and expenditure during his/her tenure to the next committee. If any fees for any program will be imposed by the committee, the treasure will collect fees through student secretary and handover the money to the moderator or deposit the money into the account.

**Student Secretary:**

Student secretary will be elected from all class representatives. He/she will responsible to all activities related to communicating with the general students or members of each semester through joint student secretary. He/she will also responsible to monitor and coordinate to collect fees.

**Assistant Student Secretary:**

Assistant Student secretary is a non electoral post. Every class representative will be treated as assistant student secretary. They will responsible to assist student secretary and perform their duties.

**Education, Game and Cultural Secretary:**

They will be responsible to perform their duties to the specific section as per the decision taken by the committee.

Moderator  
Varendra University Business Club  
Department of Business Administration  
Varendra University

Head  
Department of Business Administration  
Varendra University