

# CONSTITUTION

## GDN-SUST

Developing Thyself



**This organization is a nonprofit voluntary organization, founded to work on the welfare of the students of Shahjalal University of Science & Technology, Sylhet.**

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## **ARTICLE A NAME, AFFILIATION & MAIN THEME**

**Section 1** This Organization will be known as the “Graduate Development Network, SUST (GDN-SUST)” and shall be affiliated with the Shahjalal University of Science & Technology, Sylhet.

**Section 2** The main theme of the organization will be "Developing thyself."

## **ARTICLE B OBJECTIVES**

The objectives of this Student Organization are:

1. To establish such an environment for the students of Shahjalal University of Science and Technology, Sylhet.
2. To create a link between student life & professional life to represent their excellence & co-curricular activities to develop the nation & their life.
3. To create its Executive members well skilled & developed in their own fields of study

## **ARTICLE C LOGO & GENERAL INFORMATION**

**Section 1** The logo of this organization will be the following:



**Section 2** Email, Contact & Office

The organization will have an email address, phone number & office which will be helpful to communicate in & outside of the organization.

- i. Email contact will be: **gdnsust2016@gmail.com**
- ii. Mobile Phone: **01674367878**

## **ARTICLE D    GENERAL & HONORABLE MEMBERSHIP**

### **Section 1    Eligibility of the General Membership**

Interested students (Undergraduate, Graduate) under any schools of the Shahjalal University of Science & Technology, Sylhet can be the General Member of the organization.

### **Section 2    Process of General Membership**

Selected Stand by Committee for the recruitment of new members will take the viva voce of the Primary Member to promote them as General Member (GM).

### **Section 3    Duties of General Members**

Each member can participate and work for the organization in any activity promoted by the organization if the authority allows them. No member shall have any personal claim on the funds, assets or liabilities of the organization even upon dissolution of this constitution. They will appear in the General Meeting called by the GS of the organization. The member will be bound to pay the entry fee to the organization.

### **Section 4    General Membership Dissolving**

Executive Committee can dissolve General Membership of any general member with the vote of 2/3 of the Executive Committee Members (ECM), if the member is engaged to any kind of political or unethical activities that violates the constitution or bylaws of the organization or university rules.

### **Section 5    Honorable Membership**

Former EC members, convening committee members will be the Honorable Member of the organization. They can help or guide the Existing committee if the Existing committee asks them.

## **ARTICLE E      ADVISORY PANELS**

### **Section 1      Chief Patron**

Honorable Vice Chancellor, Shahjalal University of Science & Technology, Sylhet.

### **Section 2      Advisory Panel**

Respected, committed & devoted teachers from the University will be the Advisory Panel of this organization. They all will be the main workforce of the team. They will guide the existing committee what should be & how should be done. They have to renew his post in every 1 year.



# ARTICLE F ORGANIZING PART

## Section 1 Executive Committee

[Total number of Executive Committee Members will not be more than 28]



## **ARTICLE G      RESPONSIBILITIES OF ADVISORY PANEL AND COMMITTEES**

### **Section 1      Patron**

A patron is the topmost concern of the organization and monitors the activities of advisory panel and committees.

### **Section 2      Advisors**

Member of advisory panel can suggest EC to generate any idea, take any opportunity & initiate any program which will be beneficiary for the organization. They will provide advices to the Executive Committee on regular basis. They will meet with the patron for any opportunity, possibility & crisis of the organization. And maintain the liaison between Committees and the Panels.

### **Section 3      Chief Advisor**

Chief Advisor will call the meeting of the advisory panel. He/she will meet with the patron for any opportunity, possibility & crisis of the organization. And maintain the liaison between Committees and the Panels.

### **Section 4      Executive Wings**

Executive Committee Members are the main working force of the organization. They have to do their duties and responsibilities as assigned to them accordingly and liable to the chain of command of the organization. The committee will take the decisions in the meeting to accomplish the objectives of the organization.

## **ARTICLE H DUTIES & OBLIGATIONS OF EXECUTIVE WINGS**

### **President:**

**1. Policy & Strategy**

The President of organization will make strategy & policy for the organization. But all policies & strategies must be approved by the EC.

**2. Maintenance of Bank Account**

The president of organization will look after the bank account & monetary matters along with VP, GS & Treasurer.

**3. Chief of the committees**

The president will be the Chief of Executive Wings & and will be a guardian to all the members of the organization.

**4. Other Duties & Responsibilities**

- Generating idea and developing a program for the skill development of the members of the organization. He/She will construct agenda for Executive Committee Meeting, having a discussion with the advisors/authorities/executive bodies of the organization about the direction of the organization and presenting available opportunities.
- Besides, the president must work toward increasing the membership of the organization and act as a leader for the rest of the organization members.
- President of the organization has no limitations in decision making but it must have to be justified by the constitution & by laws of the organization & no decision can be illegitimate, callous & not against the students community of SUST.  
The president of the organization will be responsible to the constitution.

### **Senior Vice president:**

**1. Position in EC**

The senior Vice Presidents are next to President.

**2. Policy & Strategy**

The vice president will make strategy & policy in absence of president for the greater interest of the organization. But all policies & strategies must be approved by the EC.

**3. Maintenance of Bank Account**

The organization VP will maintain the bank account & financial matters in absence of the president.

**4. Meetings**

The organization VP will run the meetings when the president cannot be present or being late.

**5. Other Duties & Responsibilities**

The vice presidents will look after the organizing team and maintain a liaison between General Members and Executive Committee.



### **Vice president:**

- 1. Position in EC:**  
The Vice Presidents are next to Senior Vice President.
- 2. Policy & Strategy:**  
The vice president will make strategy & policy in absence of president and senior Vice president for the greater interest of the organization. But all policies & strategies must be approved by the EC.
- 3. Maintenance of Bank Account:**  
The organization VP will maintain the bank account & financial matters in absence of the president.
- 4. Meetings :**  
The organization VP will run the meetings when the president cannot be present or being late.
- 5. Other Duties & Responsibilities:**  
The vice presidents will look after the organizing team and maintain a liaison between General Members and Executive Committee.

### **General Secretary:**

- 1. Position in EC**  
The organization General Secretary is next to President, Senior Vice president & Vice President. He or she will be the Co-Chief of Executive Committee.
- 2. Policy & Strategy**  
The organization General Secretary will make operational & administrative strategy.
- 3. Maintenance of Bank Account**  
The General Secretary of organization will maintain bank account & financial matter along with President and Treasurer.
- 4. Official Duties**  
Manage the organization records. The GS will keep a copy of all the constitution of organization, bylaws, guides, committee reports, organization rosters and publications.
- 5. Other Duties**  
On a monthly basis, the General Secretary composes organization notes & is responsible for maintaining Other Duties & Responsibilities relationship with all the activities of organization and academic, local, national, international & corporation relationship to run the organization. The GS will call General Meeting and create agenda for the meeting properly.

### **Asst. General Secretary:**

- 1.** The Assistant General Secretary of the organization will make operational & administrative strategy in absence of General Secretary.
- 2.** Manage the organizational records & keep a copy of constitution, bylaws, guides, committee reports and publications.

**Treasurer:**

- 1. Financial Policy & Strategy**  
Treasurer will make financial & monetary policy & strategy for the organization.
- 2. Report & Statement**  
Treasurer will formulate all financial reports & statements.
- 3. Maintenance of Bank Account**  
The Treasure will maintain bank account & financial matter along with President, VP and GS.
- 4. Budget making**  
He/she will prepare the events budget with the concern of the President/GS of the organization.
- 5. Membership Fee**  
Treasurer will collect the membership fees from all the EC members if there is any need.

**Assistant Treasurer:**

1. The Assistant Treasurer of the organization will make all kinds of financial strategy in absence of Treasurer.
2. He/she will help treasurer in every prospects.

**Organizing Secretary:**

- 1. Organizing Week**  
The OS of the organization will organize the Organizing Week for recruiting new member for the organization. This may include planning, gaining required permits, locating and reserving spaces, and designating committee chairs.
- 2. Other Duties & Responsibilities:**  
To ensure that the organization retains its membership even after old members move on, unite the entire organization in a proper way & ensure an appropriate flow of organization. Generate the leadership activities to generate the next generation of the organization.

**Asst. Organizing Secretary:**

1. Assistant Organizing Secretary must take care of recruitment efforts along with Organizing Secretary. This may include specific events designed to attract members, booths at campus, or simple poster-based promotion.
2. He/she will assist Organizing Secretary to accomplish the tasks.
3. Generate the leadership activities to generate the next generation of the organization.
4. He/she will take the full charge of Organizing Secretary in absence of OS.

### **Office Secretary:**

#### ➤ **General Duties & Responsibilities**

1. He/She will keep all kinds of records of the organization.
2. He/She will keep all kinds of papers, official documents and updates regarding meeting and programs.
3. He/She will keep safe different types of essential elements such as files, note books in his or her responsibility.
4. He/She will write different types of applications regarding programs and events.

#### ➤ **Other Duties & responsibilities**

1. The office secretary greets persons, membership applicants and other visitors when they arrive to the office. If the visitor has an appointment with someone working at the organization, the office secretary will check the visitor in and announce his arrival to the appropriate member.
2. The office secretary plays a large role in the communication process within the office and organization. He takes Other Duties & Responsibilities phone calls, redirects the caller to the appropriate person or takes a message, places phone calls to clients, and provides information or directions to those who request help.
3. An office secretary will require constant updating of records and data.

### **Asst. Office Secretary:**

Asst. Office Secretary will assist the Office Secretary to accomplish the official tasks of the organization.

She/he will take the charge of Office Secretary in absence of the Office Secretary.

### **Publication Secretary:**

- The Publication Secretary will responsible for all the publication affairs of the organization, including new issues, magazines other printing m Convene or call for new articles & writings from the students and teachers.
- Edit & justify all the writings properly.
- Print & distribute publications through the proper channel.
- He/she will write the events news in the newspaper.
- Poster printing& posturing:
- He/She will print posters and banners and will manage to fix them.

### **Asst. Publication Secretary:**

- The Asst. Publication Secretary will help the Publication Secretary to represent the organization.
- He/She will collect writings, edit & justify them properly along with PPS.
- He/she will act as PS in absence of PS.

**Communication Secretary:**

- Communication Secretary will build effective communication with internal & external affairs of the organization. CS will construct a strong network with the corporate house & ex-students of the university.
- He/She is responsible to inform EC Members about the decisions if they are absent in the meeting but the absent EC will call him/her via mobile or any other means of communication. Will keep up to date news about the departmental executive members.
- Communication Secretary will inform organization General Members about upcoming events and programs.

**Asst. Communication secretary:**

- Asst. Communications Secretary will build effective communication with internal & external affairs of Asst. CS of the organization will construct a strong network with the corporate house & ex-students of the university the organization along with CS.

**Media & Public Relation Secretary:**

- He/She will do all types of computer networking & online issues.
- He/She will work for the development of necessary applications for the development of the Organization.
- He/She will do the online publicity.

**Asst. Media & Public Relation Secretary:**

- Asst. Media & Publicity Secretary will help the Media & Publicity Secretary

**Library Coordinator:**

- The Library Coordinator will look after organization library and allocate books among the members with a defined mode.
- He/she will manage the library with the help of his/her assistant.

**Asst. Library Coordinator:**

- He/She will assist the Library Coordinator to organize library and allocate books.

## **ARTICLE I CONVENTION**

### **Section 1 Panel Convention**

Chief judicial is responsible for the meeting of the panels.

### **Section 2 Executive Wings Convention**

- On a monthly basis, the organization president presides over a Executive Wings Convention (EWC). The agenda of the meeting will be discussion about financial statements, new idea generation, informal adda, discussion about any programs
- If any member misses the 3 convention in a row without notifying, then The president has right/will dissolve his/her executive membership temporary.

### **Section 3 General Meeting**

The organization General Secretary will call over a General Meeting and President will preside the meeting, will held after every one year.

### **Section 4 Stand by Meetings**

Convener of the Stand by Committee will call and preside over the meeting.

### **Section 5 Quorum**

The quorum will not be completed without 65% presence.

## **ARTICLE J FORMATION OF NEW COMMITTEE**

### **Section 1 Executive Committee**

1. The new Executive Committee will be formed by a Stand by committee headed by previous committee president with Vice President and General Secretary (They must be from the same batch or the most senior batch). If Treasurer is the same batch, then he/she will suggest the Stand by for this.
2. If 2-1 occurs on the decision, then the Stand by will take suggestion from the immediate former president & GS.
3. If they do not reach to the decision, then the Advisory Panel will give the decision about this.
4. New Committee will not be valid without the signature of the Advisory Panel.

## **ARTICLE K ALUMNI PANEL**

1. Alumni panel will consist of previous committee's president. If any president wants, he/she can also add his/her VP/GS in Alumni panel.
2. Any executive committee can ask any kind of help from alumni panel such as any type of advices, sponsorship or financial help etc.
3. All former president will become a member of this panel automatically.

## **ARTICLE L DISSOLVING COMMITTEES AND PANEL MEMBER**

### **Section 1 Dissolution of Executive Committee**

The Executive Committee will be dissolved automatically after its completion of one year. But in case of special circumstances the committee can run the club activities for 2 months more before forming a new Executive committee.

### **Section 2 Exclusion and Rejection**

If a member from Executive wings wants to depart the organization or he/she is involved in immoral activities or violates the constitution then the members of Executive wing can take the decision with the suggestion of Advisory panel.

### **Section 3 Dissatisfy**

If a member from Advisory panel wants to depart the organization, the panel will decide the matter.

## **ARTICLE M WORKING AREA OF THE ORGANIZATION**

**Section 1** Will work in SUST campus and can work in the all over Bangladesh in association with the local organization.

**Section 2** The organization will only conduct the skill development events, programs and activities.

**Section 3** Cannot be involved in any kind of unethical activities which violates the constitution of the organization.

**Section 4** Each and Every student, teacher, staff of the SUST including organization member can participate in the events arranged by the organization.

**Section 5** The organization will be non-political.

## **ARTICLE N      CONTRACTING & AGREEMENT**

### **Section 1      With Corporate Organization**

**1. Sponsorship**

The organization is able to make any contract with corporate organization for the sponsorship. But it is noticeable that the interest of the organization will not be violated.

**2. Technical Support**

The organization can take any technical support from any consultancy firm or training firm.

**3. Offers & Discount**

Offers & Discount from any corporate firm will be acceptable.

### **Section 2      With Non-Profit and Philanthropic Organization**

**1. Support**

The organization will support any non-profit organization with physical or technical assistance.

**2. Financial dependency**

The organization will not be dependent on nonprofit or philanthropic organization

### **Section 3      With Bodies**

The organization can make any contract with a public figure, corporate body, faculty member of any university & non-political bodies except government bodies.

## **ARTICLE O      MONETARY & FINANCIAL**

### **Section 1      Bank account**

This section about the bank accounts.

**1. A bank account with the name of organization**

There will be one bank account with the name of the organization. A bank account will be at Sonali Bank Ltd, SUST Branch or in another bank if necessary.

**2. President, VP, GS and Treasurer are liable**

President, VP, General Secretary & Treasurer will be liable for the maintenance of the bank accounts of the organization.

**3. Signatory on financial transaction**

President & Treasurer will signature in a financial transaction. In absence of President, General Secretary will signature on financial transaction.

**4. Alteration of Account Signatory**

Account Signatory will be changed with each EC changes. Previous President, VP, GS and Treasurer will inform the concerned bank.

## **Section 2 Transaction**

1. Each transaction must have a paper document or invoice
2. Convener of stand by committee will prepare the Financial Statement and President and GS will sign in the back to grant
3. Limitation of Treasurer  
Treasurer will take permission from President to transact any financial contract.

## **Section 3 Funding**

The organization can fund itself by the following processes

1. **Sponsorship for Event**
2. **Event Registration**
3. **Monthly Member Donation (25 taka)**
4. **Executive Committee will select the amount of donation of ECM & GM**
5. **Organizing Week**  
Form Selling Executive Committee will take decision on the fee of general membership form & donation.

## **Section 4 Documentation, Budgeting and Reporting**

- Executive Committee will budget for each term and event
- Treasurer will keep financial documents up to date.
- Treasurer will submit report to EC after every meeting.
- After dissolving an EC, stand by committee will be liable to handover each and every documents and accounts to new EC including Official Docs.

## **ARTICLE P AMENDMENTS OF CONSTITUTION**

### **Section 1 Votes**

To change the constitution, 4/5 votes of EC will be required.

### **Section 2 Approval of Advisory Panel**

To amend the constitution, approval of Advisory Panel is required.



**ARTICLE Q      ABBREVIATION:**

CS= Communication Secretary

Asst. CS= Assistant Communication Secretary

GS= General Secretary

AGS=Assistant General Secretary

OS= Organizing Secretary

AOS= Assistant Organizing Secretary

PS= Publication Secretary

Asst.PS= Assistant Publication Secretary

EC= Executive committee

CS= Communication Secretary

ECM= Executive committee Member

GM= General Member

AOS=Assistant office secretary

OS= Office secretary

SUST= Shahjalal University of Science & Technology

VP= Vice President

