

Constitution of the Club for Business Administration

- The name of the club shall henceforth be called 'MINNOVA'.
- The Motto of this club is "Passion, Innovation, Excellence"

Membership:

1. All students of first, second and final year, belonging to the department of business administration are members of this club by default.
2. All members are to contribute Rs. 100 (One Hundred) only as Annual membership fees.
3. The following are the posts for the executive council.

a) President	1
b) Vice President	1
c) General Secretary	1
d) Joint Secretary	1
e) Treasurer	1
f) Event Coordinator	1
g) Co-Event Coordinator	1
h) Executive Members	5
3. The post of President is reserved for only students who are in the 3rd year.
4. The post of Vice President is open to both 2nd and 3rd year students.
5. It is preferable that the post of General Secretary also be from a student of 3rd year. However, if no candidate be found, then this post shall also be open to students of the second year.
6. The post of Joint secretary is open to both 2nd and 3rd year students.
7. The post of treasurer is open to both 2nd and 3rd year students.
8. The posts of event coordinator and co-event coordinator is open for both 2nd and 3rd year students.
9. Executive members of the club can be students of 1st, 2nd or 3rd year of the department of Business Administration.
10. All executive members of the club are expected to be regular students.
11. Appointments to all posts will be as follows:
 - a. One person may propose the name and this should be seconded by another.
 - b. Election will be by show of hands
 - c. If this is deemed to be improbable, then the election can also be through the use of secret ballots, for each post.
 - d. The tenure of each executive council will be for one academic year.
12. Handing over charge and taking over charge:
 - a. Immediately on election of the new council, the members of the old council shall hand over all materials and records, reports, etc. to the new council members.

Resignation:

1. A member of the executive council will have the right to resign from his/her post due to reasons of ill health and not through reasons of being incapable to handle the job.

2. The executive council will have the right to call for the resignation of any member of the council who has not shown behavior expected from the office, for three continuous absence from executive meetings.

MEETINGS

1. The Executive Council shall meet every fortnight to discuss and deal in all matters, major or minor, that affect club members and the department.
2. General Council meetings will be held at least once a year. In such a meeting, the Secretary and Treasurer's report will be read out before all members. Members may then discuss the report and the report shall be passed after all members have given their assent to the reports.
3. Emergent meetings of the Executive as well as General Council may be called as many times as deemed necessary by the members of the Executive Council.
4. The General Secretary is entrusted with the responsibility of calling and informing about all meetings of the Club. In the absence of the General Secretary, the Joint Secretary is empowered to call the meeting after due sanction from the President or Vice President, in case of absence of the President.
5. The President of the Club shall normally preside over all meetings of the Club, whether they are General or Executive Council meetings.
6. These meetings shall be held from the starting or resumption of regular classes for the academic year.
7. The Quorum for all meetings shall be seven (7) of the total number of members who are registered and expected to be present.
8. The General Secretary (or the Joint Secretary in the absence of the General Secretary) shall maintain all records of all minutes of the meetings held during the course of the year.
9. The Treasurer shall maintain a proper book of all financial dealings of the club during the course of the year.
10. The Event Coordinator (or the Co- Event Coordinator in the absence of the Event Coordinator) shall maintain a record of the activities of the club during the course of the year.
11. No member is allowed to be absent for three consecutive meetings (Executive or General). Any violators will be dealt with accordingly by the Club and Department.
12. If any member cannot attend a meeting, he/she should inform an Executive Council member along with the reason for not being able to attend said meeting.
13. All meetings will be given at least seven (7) days notice. The agenda for the meetings will be put up four (4) days from the date of the meeting.
14. Any suggestions that a member deems fit for discussion can be submitted to an Executive Council member during this period, i.e., the time gap between the receipt of notice and the receipt of the agenda of the meetings.

Financial matters:

1. All matters financial will have to be approved by the Executive Council and the consent of the Faculty of Business Administration.
2. All cheques/financial transactions will have to be approved by the executive council and faculty of Business Administration.
3. All cheques/financial transactions will be signed by the Club President, Treasurer and the Head, Department of Business Administration. In the event of either the President or treasurer being incapacitated, the cheques can be signed by the Vice President and the Head, Department of Business Administration.

Amendments to the constitution:

1. Any amendment to the constitution may be suggested by any member of the club. The suggestion(s) may then be discussed in the General Council meeting. Such amendments will be deemed to be accepted, if the House of the General Council and the faculty of the department of Business Administration approves of such amendments.
2. All suggested amendments must be given a One Month notice to all members to be valid for discussion.

The activities of the Club:

1. Promote Management knowledge and practices through regular posters, articles that shall be displayed in the department boards.
2. Plan and conduct events for guest lectures.
3. Organize all departmental activities, whether they be freshers welcome, farewells, class outings/field trips, etc..