



St. Anthony's College Tourism Club

Bomfyle Road, Lachumiere, Shillong, Meghalaya 793001



Constitution of the St. Anthony's College Tourism Club (SACTC), Shillong, Meghalaya- 793001

Established: 23rd March 2022

ARTICLE 1: Name

The official name of the club is “**St. Anthony's College Tourism Club**” (SACTC), henceforth to be referred as the Club in this document.

ARTICLE 2: Objectives

The primary objectives of the Club are:

1. To stimulate interest among the youth about local tourism of Meghalaya in a sustainable direction.
2. To enable students to be ambassadors and represent the cultural essence of the state.
3. To create a nationwide awareness about the tangible and intangible cultural heritage of the state.
4. To enhance tourism as a medium that fosters national integration and unity amongst the people.

ARTICLE 3: Membership

Section 1: Application for membership to the Club is open to all UG students of the college.

Section 2: Submission of application for membership to the Club does not guarantee membership.

Section 3: Membership is earned through a rigorous selection process.

Section 4: Membership to the Club is free of cost.

Section 5: Members will have voting powers during events and policy decisions.



St. Anthony's College Tourism Club

Bomfyle Road, Lachumiere, Shillong, Meghalaya 793001



Section 6: Any member can withdraw membership by giving in writing her/his intention of withdrawing membership to the faculty-in-charge.

Section 7: Any member who does not adhere to the rules and regulations of the Club or does anything against the general interest of the Club can be expelled from the Club and she/he has to forfeit their membership.

Section 8: Failure to attend 3 meetings/events consecutively will lead to an issue of notice regarding loss of membership. If rectification is not noticed in action, it will lead to loss of membership.

ARTICLE 4: Officers

Section 1: The selected/appointed Officers of the Club will comprise of:

1. President
2. Vice-President
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Assistant Treasurer
7. Three (3) Event Coordinators
8. Technical Head

Section 2: The appointment/selection of the Officer will be done by the Faculty-In-Charge of the Club.

Section 3: Officers of the Club will have to be from the general members of the Club.

Section 4: No officer receives any honorarium from the Club.

Section 4: Any officer who consistently fails to perform her/his normal duties and does not respond to ordinary communication from the Club shall be assumed to have resigned from office.

Section 6: The term of the officers will be one year starting from the 1st day of the Odd Semester to the last day of the Even Semester every year.



St. Anthony's College Tourism Club

Bomfyle Road, Lachumiere, Shillong, Meghalaya 793001



ARTICLE 5: Duties of the Faculty In-Charge and Officers

Section 1: Faculty In-Charge: She/He/They will have an advisory role and will be responsible for giving necessary guidance and direction for the smooth overall functioning of the Club. She/He/They will be the primary signing authority for anything that involves the Club, be it financial or administrative.

Section 2: President: The President supervises the affairs of the Club and presides over the meetings. She/he assumes temporary responsibility for the duties of another officer in the event of the other officer's absence or resignation. The President is required to settle any complaints and disputes openly without bias. If the President cannot resolve them, she/he must seek advice from the Faculty-In-Charge.

Section 3: Vice-President: The Vice-President is designated to act out the responsibilities of the President if the President is unavailable. She/he also has to assist the President in discharging her/his duties as and when asked for.

Section 4: Secretary: The Secretary is responsible for maintaining records of the Club and is responsible for all correspondences and communications involving the Club. She/he records the attendance and minutes of the Club meetings. The Secretary is responsible for maintaining the membership list, managing advertisements of the Club and its events and distributing to its members and for publicity.

Section 5: Assistant Secretary: The Assistant Secretary is designated to act out the responsibilities of the Secretary if the Secretary is unavailable. She/he also has to assist the Secretary in discharging her/his duties as and when asked for.

Section 6: Treasurer: The Treasurer is responsible for maintaining Club finances. She/he keeps record of all financial matters related to the Club and processes transactions after approval.

Section 7: Assistant Treasurer: The Assistant Treasurer is designated to act out the responsibilities of the Treasurer if the Treasurer is unavailable. She/he also has to assist the Treasurer in discharging her/his duties as and when asked for.



St. Anthony's College Tourism Club

Bomfyle Road, Lachumiere, Shillong, Meghalaya 793001



Section 8: Event Coordinators: The Event Coordinators are responsible for organising Club events in collaboration with the Vice-President and with support and participation of all the members. She/he has to perform any duty as and when assigned by the Faculty-In-Charge or the President.

Section 9: Technical Head: The Technical Head will be responsible for all technical works and aspects of the Club. She/he has to work in organising events of the Club in collaboration with the Event Coordinators and Vice-President.

ARTICLE 6: Meetings

Section 1: Meetings of the Club will be open to the Faculty-In-Charge and members of the Club only. The meetings will be held as and when necessary. These meetings will discuss Club concerns, upcoming meeting and all other issues for the upkeep of the Club.

Section 2: The minimum quorum to transact business in a meeting will be fifty percent (50%) of the total membership.

Section 3: The last meeting of the year will be for the purpose of appointments of Officers and general discussion on the direction of the Club for the following year.

Section 4: Two-thirds majority vote will be required for any proposal to qualify for further action.

Section 5: The Faculty In-Charge will possess veto power which can be used to annul any decision made with two-thirds majority if the concerned Faculty-In-Charge deems the decision perilous or unnecessary to the Club.

ARTICLE 7: Club Financial Year and Finances

Section 1: The fiscal year of the Club shall begin annually on the first day of the Odd Semester and close on the last day of the Even Semester every year.

Section 2: The book of Accounts and financial records of the club will be maintained by the Treasurer.

Section 3: All finances of the Club will be maintained under a sub-head of the College Bank Account.



St. Anthony's College Tourism Club

Bomfyle Road, Lachumiere, Shillong, Meghalaya 793001



ARTICLE 8: Amendments

Section 1: This Constitution can be amended by two-thirds majority vote of membership present in the general meeting of the Club. An amendment is proposed by submitting to the Secretary a written statement of the proposed amendment at least two weeks before the meeting.