



In the name of the Almighty

CONSTITUTION of DUET Innovation Society

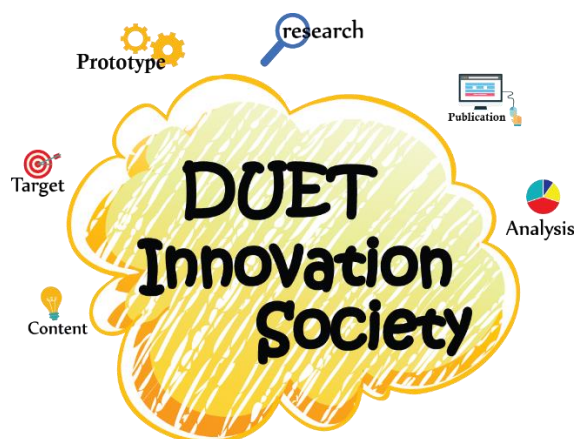
PREAMBLE

1.1 The name of the organization shall be the DUET Innovation Society, also referred to as, “DIS.”

1.2 “Innovate to illuminate”- with that provable, DUET Innovation Society serves as an educational and apolitical and non-profitable volunteer organization that has been contributing to generating, developing and publishing the creative and innovative scientific concepts of the students of DUET since 1st November 2019. It plays an important role in collaborating with students of different faculties to fetch and actualize their ideas easily and effectively. Stimulating innovation is the goal of this society.

1.3 Headquarters: DUET Campus

1.4 Logo of DIS:



1.5 This document shall serve as the constitution of the DIS, which regulates the activities and affairs of the society. All actions and, if any, additional policies of the society shall adhere to this constitution.

Article 2: Objectives

2.1 The objectives of the DUET Innovation Society shall be:

- (a) To accommodate all the creative and innovative students of DUET and provide scope to work on the same platform.
- (b) To provide proper guidelines, facilitation and collaboration to the students of DUET to form the structure of their scientific ideas and concepts.
- (c) To provide necessary helps to the students of DUET by observing, executing, finalizing and publishing their theoretical notions or projects in different national and international events, competitive contests or exhibitions.
- (d) To excel in skills by providing necessary software and hardware training to the students of DUET.
- (e) To stimulate constitutive scientific thoughts in the students of DUET by arranging different workshops, seminars, webinars, brainstorming contests etc.

Article 3: Members

3.1 All university students connected with DUET are eligible to be members of the DUET Innovation Society.

3.2.1 Individuals may become a member of the DUET Innovation Society by paying a membership fee of BDT. 200/-

3.2.2 The Society has the authority to change the membership fee either through the governing body or at its Annual General Meeting.

3.2.3 The duration of membership will be one year; Generally, from January 1 to December 31.

3.2.4 Previously registered members can be re-registered free of cost for the next year.

3.3 Any member in good standing is entitled to:

- (a) Attend any Regular Meeting and General Meeting of DIS.
- (b) Attend any seminar or webinar organized by DIS for free.
- (c) Participate in any workshop or contest arranged by DIS with a maximum discount.
- (d) Get help from the DUET Innovation Society to form structured ideas or projects from a theoretical concept of any branch of Engineering knowledge.
- (e) Seek consultancy from the honourable Advisory Council of DUET Innovation Society to execute and finalize any structured concept or project.
- (f) Be eligible to serve on the DUET Innovation Society Executive.

3.4.1 Any member may resign their membership with the society by sending or delivering written notice to the President of the society. If a member resigns, the person's membership fee shall not be refunded.

3.4.2 The removal of a member for conduct-related complaints must be executed by the DUET Students' welfare.

3.4.3 The DUET Innovation Society's Executive shall request that the DUET Students' welfare execute the removal of a member if they have:

- (a) Failed to abide by the society's Constitution;
- (b) Violated university policy at any meeting or event; or
- (c) Harmed the reputation, function, or unity of the society through deliberate action or inaction.

Article 4: Structure

4.1 The DUET Innovation Society shall be governed by an Executive committee, which is responsible for managing the affairs of the society.

4.2 The duties and responsibilities of the Executive committee shall include:

- (a) Promoting the objectives of the society;
- (b) Promoting membership in the society;
- (c) Approving an annual budget for the society;
- (d) Maintaining all accounts and financial records of the society;
- (e) Paying all expenses for operating and managing the society;
- (f) Making policies, rules and procedures for managing and operating the society;
and
- (g) Strategic planning.

4.3 All financial transactions through the bank shall be conducted by the Director of Students' welfare or any representative of the student's welfare and the President of the DUET Innovation Society through a joint account.

4.4 Executive transitions shall begin one week before the Annual General Meeting and will include:

- (a) The transition period will span 15 days, one week after and one week before the annual general meeting;
- (b) Outgoing president, vice president and coordinators shall select and confirm the interim government of 5 governing bodies one week early of the annual general meeting;
- (c) New executives shall be selected within the first week of the transition period and shall be announced at the annual general meeting; and
- (d) Outgoing executives are responsible for ensuring incoming executives have a profile on society's portfolio and administrative privileges on the society's portal, access to society's email, bank accounts, and social media accounts, and all relevant society documents.

4.5 The Executive committee shall be composed of diverse Executives and shall be selected and announced at the DUET Innovation Society's Annual General Meetings.

- (a) An Interim Government of Five counsellors shall be selected from Advisory Council or Alumni Council or from both the Advisory and Alumni Council before the transition period;
- (b) An Interim Head of Government from the Five Counsellors of Interim Government shall be appointed by the outgoing president to oversee all duties involved with selections;
- (c) With necessary documents outgoing President, each Vice President and Coordinators shall recommend qualified Executives to the Interim Government to be transitioned for the next executive panel; and

A new Executive committee shall be selected by the Interim Government regarding their attributes and past activities.

4.6 New steering executive panel shall be approved by the Director of the DUET Students' welfare.

Article 5: Executives and Duties

5.1 The Executive committee shall be composed of the following Executives:

- (a) President;
- (b) Vice Presidents;
- (c) Coordinators;
- (d) Treasurer; and
- (e) Secretaries.

5.2.1 The President shall be responsible for:

- (a) Governing and managing all activities of the society;
- (b) Supervising the affairs of the Executive committee;
- (c) Presiding overall society meetings;
- (d) Completing annual reporting requirements;
- (e) Acting as spokesperson for the society;

- (f) Ensuring that the society is compliant with its own rules and the rules of third-party organizations;
- (g) Being a co-signing authority for all society's financial matters; and
- (h) Transitioning his successor;

5.2.2 The Vice Presidents shall be responsible for:

- (a) Presiding over meetings in the President's absence;
- (b) Ensuring that the society is compliant with its own rules and the rules of third-party organizations;
- (c) Supervising the affairs of the Executive committee;
- (d) Transitioning their successor; and
- (e) Carrying out other duties as assigned by the Executive committee.

5.2.3 The General Secretary shall be responsible for:

- (a) Take meeting minutes;
- (b) Organize meetings, prepare agendas and send out meeting notices;
- (c) Planning and scheduling events and handling permissions required for events;
- (d) Ensuring all executives are working in a manner that maintains the status of the society;
- (e) Address any issue that may arise within the executives;
- (f) Being a co-signatory (with the President) to any contract, deed or other documents which are to be signed on behalf of the society; and
- (g) Assisting the President, Vice President and Executives in their duties.

5.2.3 The Coordinators shall be responsible for:

- (a) Reading and following guidelines, policies, and procedures of all documents related to society and its activities;
- (b) Ensuring a safe entry into any contractual agreements on behalf of the society. And if needed, resist society from any unlicensed agreement;
- (c) Planning and organizing the society's activities and events;
- (d) Fulfilling insurance, Professional services, and other requirements for holding events as necessary;

- (e) Maintain communication with the honourable Advisory Council and Alumni Council about all society meeting dates and activities;
- (f) Contact the DUET Students' welfare regarding any inappropriate behaviour or activity;
- (g) Responsible for submitting the paperwork to the required authority to:
 - Request Funding and Report/deposit fundraising money.
 - Planning Society events.
- (h) Transitioning their successor; and
- (i) Carrying out other duties as assigned by the Executive committee.

5.2.4 The Treasurer shall be responsible to:

- (a) Maintain society's financial records, including a detailed account of revenues and expenditures;
- (b) Ensures all money paid to the society is deposited in the society's bank account;
- (c) Society fundraising activities;
- (d) Be a co-signing authority for all society's financial matters; and
- (e) Carry out other duties as assigned by the Executive committee.

5.2.5 The other Secretaries shall be responsible to:

- (a) Communicate with events participants, members, counsellors and other externals;
- (b) Provide organizing & technical efforts in events;
- (c) Store all data, making necessary documentation and letters;
- (d) Maintain methodical publicity of all affairs of the society;
- (e) Maintain membership list and accelerate members relations; and
- (f) Carry out other duties as assigned by the Executive committee.

5.3.1 The Coordinators shall be composed of the following Executives:

- a) Chief Coordinator
- b) General Coordinator
- c) Planning Coordinator

- d) Event Coordinator
- e) Publications Coordinator
- f) Outreach Coordinator
- g) Member Relations Coordinator
- h) Project Coordinator
- i) Deputy Coordinator

5.3.2 The Secretaries shall be composed of the following Executives:

- a) General Secretary
- b) Organizing Secretary
- c) Joint Secretary
- d) Office Secretary
- e) Communication Secretary
- f) External Relations Secretary
- g) Technical Secretary
- h) Publication Secretary

5.3.3 Secretaries may or may not have their deputy or assistant to manage society's affairs.

5.4.1 An Executive may resign from work by giving two weeks' notice in writing.

5.4.2 The removal of an executive member for conduct-related complaints must be recommended by the DUET Students' welfare.

5.4.3 The DUET Innovation Society's Executive shall request that the DUET Students' welfare execute the removal of an Executive for any of the reasons listed in [Article 3.4.3](#) or if they have:

- (a) Demonstrated an ongoing conflict of interest that cannot be resolved; or
- (b) Been absent at three consecutive Executive meetings without a valid excuse.

5.4.4 After the removal, the executive will remain as a general member of society.

5.4.5 If there is any vacancy on the Executive committee, the other Executives may appoint a member with the approval of DUET Students' welfare to fill the vacancy for the remainder of the term.

5.4.6 The term of an annual committee for Executives shall be July 1 to June 30.

Article 6: Counsellors

6.1 The Counsellors shall be composed of the following council:

- (a) Advisory Council; and
- (b) Alumni Council;

6.2.1 The Responsibilities of the Advisory Council shall be:

- (a) To serve as a mentor for the Coordinators of DUET Innovation Society to nurture their leadership development;
- (b) To serve as an organizational resource for Innovation and assist the member of DUET Innovation Society in successfully accomplishing society's goals;
- (c) To supervise events that occur off-campus or require a liability waiver for participation;
- (d) To help transition the duties and responsibilities to the new Executive Committee; and
- (e) Help provide continuity from year to year to maintain the strength of the DUET Innovation Society.

6.2.2 The Responsibilities of the Alumni Council shall be:

- (a) To observe and guide the current Executive Committee to fulfil Society's goals and objectives;
- (b) To help Coordinators and Treasurers in the fundraising for the Society;
- (c) To serve as an organizational resource for Innovation;
- (d) To help transition the duties and responsibilities to the new Executive Committee; and
- (e) Help provide continuity from year to year to maintain the strength of the DUET Innovation Society.

6.3.1 The Advisory Council shall consist of 50 counsellors upmost, including The Chief Patron and The Chief Advisor.

6.3.2 The Alumni Council shall consist of 50 counsellors upmost, including The Society Founder and Co-Founders.

6.4 The Counsellors must act impartial and neutral after being selected as the Interim Governor.

Article 7: Meetings

7.1 There shall be 4 types of following meetings at DUET Innovation Society:

- (a) Executive/Regular Meetings
- (b) General Meetings
 - Annual General Meeting
 - Startup General Meeting
- (c) External Meetings
- (d) Event Meetings

Executive/Regular Meetings

7.2.1 The Executive Committee shall meet for the purpose of managing the operations and affairs of the society as detailed in Article 4.

7.2.2 The Executive Committee shall meet monthly as called by the President.

7.2.3 The President shall call Special Executive Meetings if any two Executives make a request in writing stating the intended business of the meeting.

7.2.4 Four business days' notice shall be required for all Executive/Regular meetings unless the Executive Committee unanimously agrees to waive the notice requirement. This notice shall state the purpose, time, date, duration and location of the meeting.

7.2.5 The President or Vice president (in absence of the President) shall take the chairs of the meeting.

Annual General Meeting

7.3.1 The Executive Committee shall call on Annual General Meeting for the purposes of:

- (a) Providing a report of the society's activities;
- (b) Reviewing the society's financial statements;
- (c) Approving amendments to this Constitution;
- (d) Selecting interim government and enlisting potential Executives to be transitioned as the next successor; and
- (e) Considering other matters specified in the meeting notice.

7.3.2 Quorum for the Annual General Meeting shall be 70% of all Executives, 10% of society's all members and 20% of society's all Counsellors.

7.3.3 Notice for the Annual General Meeting shall be provided to all at least 21 days before the Annual General Meeting. This notice shall state the time, date and location of the meeting, and the agenda for the meeting.

7.3.4 The presented Counsellors shall take the chairs of the meeting and The President shall be the spokesperson on behalf of the society.

7.3.5 After the Annual General Meeting all executives of the committee shall be turned in as General Members of the society.

Startup General Meeting

7.4.1 The newly assigned President and General Secretary shall call on Startup General Meeting within the first week after the annual general meeting for the purpose of:

- (a) Planning the annual schedule and budget;
- (b) Assigning other Executives from the former Executive Committee and the society's members;
- (c) Observing previously stated reports;

7.4.2 The President, Vice Presidents, General Secretary and Coordinators shall take the following oath of the society that be given by the Chief Advisor or Head of the Interim Government (in absence of the Chief Advisor) of the society:

"I do solemnly swear (or affirm) that I will faithfully execute the responsibilities of President/Vice President/Coordinator/Secretary of the DUET Innovation Society, and will to the best of my ability, preserve, protect and defend the Constitution of the DUET Innovation Society."

7.4.3 Four business days' notice shall be required for Startup General Meeting. This notice shall state the time, date and location of the meeting, and the agenda for the meeting.

7.4.4 The presented Chief Advisor and Head of the Interim Government shall take the chairs of the meeting and after taking the oath the President shall be the spokesperson on behalf of the society.

External Meetings

7.5.1 The Executive Committee shall meet for the purpose of managing society business with externals or University rules of procedure as called by the President.

7.5.2 The external attendees of the External Meetings shall be any of the following groups:

- (a) Officials of other Club/Society/Organizations of DUET; or
- (b) General students' society of DUET out of DUET Innovation Society; or
- (c) Duty Officers of DUET.

7.5.3 Four business days' notice shall be required for the External Meetings. This notice shall state the time, date and location of the meeting, and the agenda of the meeting.

7.5.4 The President shall take the chairs of the meeting.

Event Meetings

7.6.1 Announced Event Management Executives shall meet to manage the actions of an Event call by any Event Management Executives with the Consent of the President.

7.6.2 Two days' notice shall be required for Event Meetings. This notice shall state the date and purpose of the meeting. Precise time and location may or may not be included in the notice.

7.6.3 The meeting chairs shall be taken by any one of the attended Senior Executives.

Article 8: Constitution Amendments

8.1 This Constitution may be amended or repealed at any Annual General Meeting.

8.2 The 21 days' notice for the Annual General Meeting must include details of the proposed resolution to change the Constitution.

8.3 Changes to this Constitution must require the approval of two-thirds of attendees presented at that Annual General Meeting.

8.4 The amended Constitution shall take effect after approval at the Annual General Meeting.

Article 9: Dissolution

9.1 The society shall not pay any dividends or distribute its property among its members.

9.2 If the society is dissolved, any funds or assets remaining after paying debts are to be paid to a non-profit organization of DUET with objectives similar to those of the DUET Innovation Society.

9.3 Members are to select the organization to receive the assets by a two-thirds majority at an Annual General Meeting. At no time shall any members receive any assets of the society.

Enacting Clause

“I have read, understand and agree to the contents of this document.”

Date Approved

President, DIS

Date Approved

*Assistant Director
(extra curricular),
Students' Welfare DUET*

Date Approved

*Director, Students' Welfare
DUET*

List of Recordings

- Declaration of the Constitution at _____ meeting.

Signature of President

- 1st amendments of the Constitution at _____ Annual General meeting.

Signature of President

- 2nd amendments of the Constitution at _____ Annual General meeting.

Signature of President

- 3rd amendments of the Constitution at _____ Annual General meeting.

Signature of President

- 4th amendments of the Constitution at _____ Annual General meeting.

Signature of President

- 5th amendments of the Constitution at _____ Annual General meeting.

Signature of President

- 6th amendments of the Constitution at _____ Annual General meeting.

Signature of President

- 7th amendments of the Constitution at _____ Annual General meeting.

Signature of President

Khaled Hasan

Author of the Constitution