

# Byelaws of Mastermind Students Club

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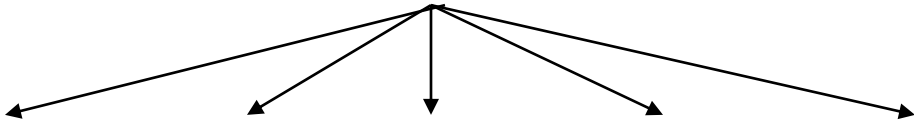
## Name and Purpose:

- a. The club shall be known as - Mastermind Students Club.
- b. The motto of the club is to encourage activities among the students, for the students and by the students.

## Objectives of the club:

- To encourage students involvement in various extra-curricular activities.
- To make students more interactive with the society & professionals.
- To organize various social activities, camps and other outreach activities.
- To build the leadership skills and qualities in students.
- To develop a habit of team work amongst students.

## ACTION PLAN OF CLUB



<u>Extracurricular Activities</u>	<u>Social Activities</u>	<u>Outreach Activities</u>	<u>Skill enhancement</u>	<u>Team work activities</u>
Cultural activities	Health days Celebration	Dental Check up & Treatment Camps	Webinar on How to prepare for NEET EXAM	PALS
Sports activities	Cloth Donation	Industrial Visit	Value Added Course on Human Values & Professional Ethics	NukkadNataks
Inter College/University Fest	Teacher's day Celebration		CDE, Workshops	Human Chain

**Membership:**

- a. Membership is open to all currently enrolled dental students of Guru Govind Singh Subharti Dental College and Hospital, Meerut.
- b. Members must adhere to the policies and regulations set forth by the college/university.

**Executive Board officials:**

- a. The club shall have a Faculty Coordinator, President, General Secretary, Joint Secretary, Treasurer, 2 Batch representatives from every batch and any additional officer positions as deemed necessary.
- b. Officers shall be elected by the nomination process and elections through a fair and democratic process.
- c. The duties and responsibilities of each officer position is clearly defined in the bylaws.
- d. The term of office for each official member shall be of one year only.

**Meetings:**

- a. Regular meetings shall be held in the last week of every month.
- b. Special meetings may be called by the President or upon the request of a certain number of members.
- c. Meeting notices and agendas shall be distributed to all members in advance.

**Quorum and Voting:**

- a. A quorum must be present to conduct official business, typically defined as a certain percentage or number of members which will be 8 (which should include President, one Secretary & Treasurer).
- b. Each member shall have one vote, and decisions shall be made by a majority vote, unless otherwise specified.

**Finances:**

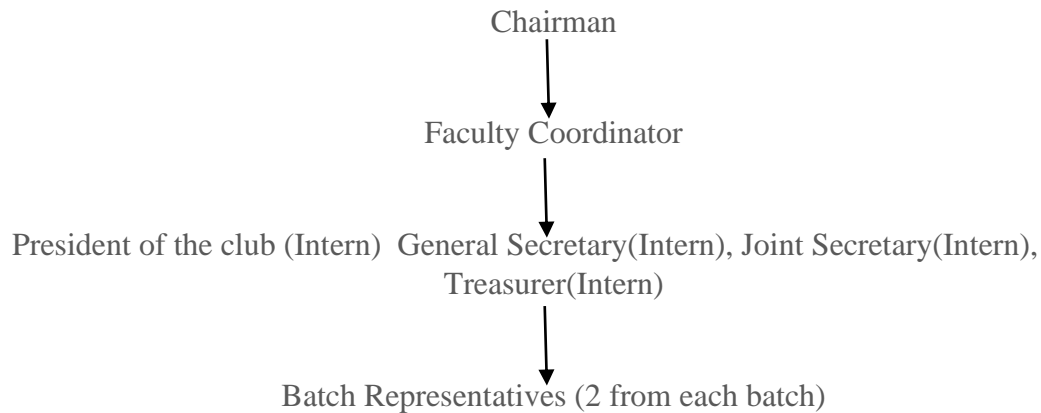
- a. The club shall maintain accurate financial records.
- b. The treasurer shall provide regular financial reports to the membership.
- c. The club may raise funds through approved methods, fundraising events, or sponsorships.
- d. Financial transactions must comply with the college/university's financial policies.
- e. Every board member will submit Rs. 200 for 1 year membership and other students of the college can take the membership by submitting Rs. 100 for 1 year.

**Amendments:**

- a. The bylaws may be amended by a vote of the membership, following a prior notice of the proposed changes, with an approval of Chairman and faculty coordinator.

- b. A specific procedure for proposing and approving amendments will be decided by the Board executive officials / Chairman.

### **Structural Organization:**



### **Dissolution:**

- a. In the event of the club's dissolution, any remaining assets shall be distributed in accordance with applicable laws and college/university regulations.

### **Duties and Responsibilities of the Board members-**

- **Faculty Coordinator-** As a faculty coordinator of a student club, the duties typically involve coordinating, overseeing and supporting the club's activities and ensuring its smooth functioning. This role is crucial in guiding and empowering students to make the most of their club experience. Here are some of the key duties of a student club faculty coordinator:
  1. Club Administration: He/She will be responsible for the administrative aspects of the club. This includes coordinating with the club's registration or renewal process, ensuring the club complies with college/ university regulations or requirements, and ensures the maintenance of club records and documentation.
  2. Advising and Support: Act as an advisor to the student club members, offering guidance and support as they plan and organize club activities. Encourage them to set realistic goals and help them develop plans to achieve those goals.
  3. Leadership Development: Foster leadership skills among club members by offering mentorship, promoting teamwork, and encouraging students to take on leadership roles within the club.

- 4. Event Planning: Provide opportunity in organizing club events, workshops, meetings, and activities. Provide advice on effective event planning, including logistics, budgeting, and advertising.
- 5. Financial Oversight: Help the club manage its finances, budget allocation, and fundraising efforts. Ensure that the club follows any financial procedures set by the institution and regular auditing of records.
- 6. Communication and Networking: Help facilitate communication between the club, the student body, and the faculty/staff. Encourage the club to collaborate with other student organizations or relevant external entities.
- 7. Conflict Resolution: Mediate any internal conflicts or issues that may arise within the club and work towards finding amicable solutions.
- 8. Promotion and Publicity: Assist in promoting the club and its events on campus and social media platforms through mastermind club accounts. Encourage club members to create marketing strategies and reach out to potential members.
- 9. Safety and Compliance: Ensure that the club operates in a safe and responsible manner, adhering to all safety protocols and campus policies.
- 10. Assessment and Evaluation: Help the club conduct periodic evaluations to assess its performance, impact, and relevance. Use feedback to identify areas for improvement and make necessary adjustments.
- 11. Faculty Liaison: Serve as a link between the student club and the faculty or academic department or other institution for, providing updates on club activities and advocating for the club's needs if necessary.
- 12. Encouraging Diversity and Inclusion: Promote an inclusive environment within the club and encourage diversity in its membership and activities.
- Remember, as a faculty coordinator, your role is to empower and guide the students, allowing them to take ownership of the club and its activities. He/she cannot take decisions solely on the behalf of the club and all the activities will be priorly informed and approved by the faculty officials before implementation. Encouraging their creativity, critical thinking and problem-solving skills will contribute to a more vibrant and successful student club experience.

## **Duties of President & Vice- President of student club: -**

- The President of a student club holds a significant leadership position and plays a crucial role in guiding the club's overall direction and success. Their responsibilities extend to various aspects of the club's functioning. Here are some of the key duties of a student club President:
- 1. Leadership and Vision: Provide visionary leadership to the club by setting clear goals, objectives, and a strategic direction for the club's activities throughout the academic year.
- 2. Club Coordination: Oversee and coordinate the various committees and members within the club to ensure effective communication and collaboration among all stakeholders of the club.
- 3. Meeting Management: Conduct regular club meetings, create agendas, and facilitate open discussions to keep the club members engaged and informed.
- 4. Event Planning: Coordinate with other club members to plan and organize club events, activities, workshops, and meetings, ensuring they align with the club's goals.
- 5. Budget and Finance: Collaborate with the club treasurer to manage the club's budget and expenditures effectively.
- 6. Member Engagement: Foster a welcoming and inclusive environment to encourage active participation and engagement from all club members.
- 7. Delegation: Delegate tasks and responsibilities to different club members and committees, empowering them to take ownership and contribute to the club's success.
- 8. Representation: Serve as the primary representative of the club in interactions with the student, faculty, staff, and external organizations.
- 9. Communication: Maintain open and clear lines of communication with club members, keeping them informed about upcoming events, important updates, and opportunities for involvement.
- 10. Conflict Resolution: Address any conflicts or issues within the club in a fair and constructive manner, seeking to maintain a harmonious and cooperative atmosphere.
- 11. Networking and Collaboration: Seek opportunities for the club to collaborate with other student organizations, campus departments, or external partners to enhance the club's impact and reach.
- 12. Promotion and Public Relations: Work with the marketing or publicity committee to promote the club's activities on campus and through social media to attract new members and raise awareness.
- 13. Alumni Engagement: If applicable, establish and maintain connections with alumni members, leveraging their experiences and support to benefit the club's current members.
- 14. Learning and Development: Encourage personal and professional development among club members through workshops, training sessions, and mentorship opportunities.

- 15. Succession Planning: Facilitate the smooth transition of leadership by actively engaging in the selection and training of the next club leaders. It's important for the President to lead by example, inspire enthusiasm and dedication among club members, and be receptive to feedback and new ideas. By effectively fulfilling these duties, the President contributes to the growth and positive impact of the student club during their tenure.

### **Duties of General Secretary of club:**

- The General Secretary of a student club plays a crucial role in supporting the President and the overall functioning of the club. They are often the second highest-ranking member and are responsible for various tasks that help ensure the smooth operation and success of the club. Here are some of the key duties of a student club General Secretary:
- 1. Supporting the President: Work closely with the President to assist them in their duties, offer input, and act as a reliable resource for decision-making.
- 2. Acting as the President's Proxy: In the absence of the President, the General Secretary may assume their responsibilities and represent the club in meetings and events.
- 3. Committee Oversight: Oversee the various committees within the club, ensuring they are functioning effectively and meeting their goals.
- 4. Event Planning: Collaborate with the President and other club members in planning and organizing events, workshops, and activities.
- 5. Membership Engagement: Encourage active participation and engagement from club members, and work to enhance the sense of community within the club.
- 6. Assisting in Meetings: Help the President in preparing agendas, conducting club meetings, and facilitating discussions.
- 7. Delegating Responsibilities: Assist the President in delegating tasks and responsibilities to different club members and committees.
- 8. Conflict Resolution: Collaborate with the President in addressing conflicts or issues within the club, aiming to find constructive solutions.
- 9. Promotion and Public Relations: Support the marketing or publicity committee in promoting the club's activities and initiatives.
- 10. Networking and Collaboration: Assist in seeking opportunities for the club to collaborate with other student organizations or external partners.
- 11. Assuming Special Projects: Take the lead on specific projects or initiatives assigned by the President or decided upon collectively by the club.
- 12. Learning and Development: Encourage skill development and growth opportunities for club members through workshops or training sessions.

- 13. Succession Planning: Work with the President and other club leaders to identify and prepare potential successors for future leadership roles.
- 14. Providing Feedback: Offer constructive feedback and ideas to improve the club's functioning and impact.
- The Secretary's role is to complement the President's efforts, ensuring a well-coordinated and efficient club operation. They act as a reliable support system for the President and club members, contributing to a positive and productive club environment.

### **Duties of Joint Secretary of a club:**

- The Joint Secretary of a student club holds a crucial administrative position, responsible for maintaining accurate records and facilitating effective communication within the club. Their duties are essential for the smooth operation and organization of the club's activities. Here are the key duties of a student club Joint Secretary:
- 1. Meeting Minutes: Record detailed minutes of all club meetings, including discussions, decisions, and action items. These minutes should be circulated among club members and kept as part of the club's official records.
- 2. Club Records: Maintain organized and up-to-date records of club activities, events, and important documents. This may include attendance records, event planning materials, and official club documents.
- 3. Communication: Assist in managing club communication, including sending out meeting reminders, announcements, and updates to club members.
- 4. Correspondence: Handle incoming and outgoing club correspondence, including emails, letters, and other forms of communication.
- 5. Membership Management: Help maintain a current and accurate membership list, including contact information and membership status.
- 6. Event Coordination: Collaborate with other club members to plan and organize club events, workshops, and activities.
- 7. Agenda Preparation: Work with the President and General Secretary to prepare meeting agendas, ensuring they cover all necessary topics and are distributed to club members ahead of time.
- 8. Club Constitution and Bylaws: Assist in maintaining and updating the club's constitution and bylaws, ensuring they reflect any changes voted upon by the club.
- 9. External Relations: Help the club establish and maintain relationships with other student organizations, campus departments, or external partners.
- 10. Record Keeping: Keep track of any official documents, permits, or licenses related to club activities.

- 11. Transitions: Facilitate the smooth transition of club information and records to the incoming Joint Secretary at the end of the academic year or term.
- 12. Reminders and Deadlines: Provide timely reminders to club members regarding upcoming deadlines, events, or other important dates.
- 13. Archiving: Ensure that historical records and important club documents are appropriately archived for future reference.
- 14. Promotion and Publicity: Assist in promoting club events and activities through various communication channels.
- 15. Assisting the President: Support the President and other club leaders in administrative tasks as needed.
- The Joint Secretary's role is crucial in maintaining the club's institutional memory, fostering effective communication, and ensuring that decisions and actions are well-documented. Their attention to detail and organizational skills contribute to the overall efficiency and success of the student club.

#### **Duties of Treasurer and joint treasurer of a club:**

- The Treasurer of a student club holds a critical position in managing the club's financial affairs. They are responsible for overseeing the club's budget, expenses, and financial transactions. A well-organized and transparent financial management system is essential to the success and sustainability of the club. Here are the key duties of a student club Treasurer:
- 1. Budget Management: Work with the club's leadership to create a detailed budget for the academic year or specific events/activities. The budget should include projected income, expenses, and reserves.
- 2. Financial Records: Maintain accurate and up-to-date financial records, including income and expenditure documentation, receipts, and invoices.
- 3. Fundraising: Collaborate with the club's leadership to develop and implement fundraising strategies to secure additional funds for the club's activities and initiatives.
- 4. Expense Authorization: Ensure that all club expenses are properly authorized and align with the approved budget. Review and approve expense requests from other club member or committees.
- 5. Financial Reporting: Provide regular financial reports to the executive member officials, detailing the club's financial status, expenditures, and any variances from the budget.



- 6. Banking and Transactions: Manage the club's bank account, including deposits, withdrawals, and any necessary financial transactions. Ensure proper documentation for all transactions.
- 7. Reimbursements: Facilitate timely reimbursements to club members or vendors for approved expenses, following the institution's reimbursement policies.
- 8. Financial Planning: Collaborate with the President and other club leaders in planning and budgeting for upcoming events, activities, and projects.
- 9. Transparency and Accountability: Promote transparency in financial matters by making financial information accessible to club members and being accountable for all financial decisions.
- 10. Auditing and Compliance: If required by the institution or club's rules, conduct periodic financial audits to ensure compliance and accuracy in financial reporting.
- 11. Grants and Sponsorships: Seek out potential grants, sponsorships, or partnerships to secure additional funding for the club's initiatives.
- 12. Educating Members: Provide financial education and guidance to other club members, helping them understand budgeting, expenses, and financial responsibilities.
- 13. Planning for Contingencies: Prepare for unexpected expenses or emergencies by setting aside funds in a reserve or contingency account.
- 14. End-of-Term Transition: Work with the incoming Treasurer to facilitate a smooth transition of financial responsibilities at the end of the academic year or term.
- 15. Compliance and Regulations: Ensure that the club's financial practices adhere to the institution's policies, regulations, and any relevant laws.
- A diligent and responsible Treasurer is essential for maintaining the financial health of the student club and ensuring that financial resources are used wisely to support the club's goals and activities.

**Duties of Sports Secretary of club:**

1. The sports representative should promote sports activity by motivating students and faculty members
2. Promoting team spirit by making healthy competition
3. Organize regular sports events to train students for states and national level competition.
4. To arrange for better coaching facilities.

**Duties of Cultural Secretary of club:**

1. The cultural committee plans and schedules cultural events of the academic year.
2. The chairman of the committee shall conduct a meeting of the committee on a regular interval to discuss and allot tasks.
3. He/she should prepare budget and take necessary steps for approval for all cultural events.

**Duties of Batch Representative of club:**

- The duties of a Batch Representative are to represent the interests and needs of a specific batch or group of students within the club. Here are some common duties of a Batch Representative:
  1. Communication: act as a liaison between the club leadership and the members of the assigned batch. Communicate club updates, events, and important information to the batch members.
  2. Feedback and Suggestions: Gather feedback and suggestions from batch members about club activities, events, and initiatives. Relay this feedback to the club leadership for consideration.
  3. Attendance and Participation: Encourage batch members to actively participate in club activities and attend meetings, events, and workshops.
  4. Inclusivity: Promote inclusivity within the club by ensuring that all batch member's feel welcomed and represented.
  5. Advocacy: Advocate for the interests and concerns of the batch during club discussions and decision-making processes.
  6. Batch-Specific Events: Collaborate with other club members to organize events or activities specifically targeted towards the assigned batch.
  7. Support and Guidance: Offer support and guidance to batch members who may have questions or need assistance related to club involvement.
  8. Coordination: Coordinate with other batch representatives and club leaders to ensure effective communication and collaboration.
  9. Integration: Help integrate new batch members into the club by facilitating introductions and providing information about club activities.
  10. Attendance Records: Maintain records of batch member attendance at club meetings and events.

- 11. Promotion and Recruitment: Assist in promoting the club to potential new members from the assigned batch and encourage them to join.
- 12. Encourage Leadership: Identify potential leaders within the batch and encourage them to take on active roles within the club.
- 13. Batch-Specific Initiatives: Initiate and lead batch-specific initiatives or projects that align with the club's goals and objectives.
- 14. Cooperation with Club Leadership: Collaborate with the club President, General Secretary, Joint Secretary, and other leaders to ensure the smooth functioning of the club.
- 15. Succession Planning: Prepare the next batch representative to take over the role at the end of the academic year or term.