

# INTRODUCTION

The constitution for the HUIVA CULTURAL CLUB has been taken from different sources. This constitution lays emphasis on the important points which are to be strictly adhered to by the members of the Club.

Prior to any meeting, it is the duty of The Leader and Secretary of the Club to carefully prepare the agendas and the points that are to be addressed. The Committee members are also expected to familiarize and prepare themselves with the meeting agenda so as to avoid any difference of opinions.

The Club Constitution can be revised after a period of every three years by the Executive Committee with the professor in-charge. The Huiva Cultural Club Logo and Name is the sole property of The Huiva Cultural Club, Govt. Aizawl College and shall be binding.

## **HUIVA CULTURAL CLUB**

### PART - 1

#### **ABOUT THE CLUB:**

##### ARTICLE – I

NAME: 'Huiva Cultural Club'

##### ARTICLE – II

##### **ENROLLMENT:**

It applies to those who want to preserve and promote the cultural heritage of the Mizos. Enrollment fee is Rs. 10/-.

##### ARTICLE – III

CLUB DAY: 16<sup>th</sup> July, the date of establishment has been declared the Club Day.

### PART – 2

#### **CLUB EXECUTIVE COMMITTEE:**

##### ARTICLE – I

##### **EXECUTIVE COMMITTEE:**

- 1) Leader
- 2) Assistant Leader
- 3) Secretary
- 4) Assistant Secretary
- 5) Treasurer
- 6) Finance Secretary





## ARTICLE- II

### EXECUTIVE BOARD:

- 1) Office bearers
- 2) Social and Culture Secretary
- 3) Advisers – 3 Ex. OB Member selected by the Executive Committee
- 4) Members (15 people)

## ARTICLE – III

### OFFICE BEARERS:

#### A. This are the office bearers:

- 1) Leader
- 2) Assistant Leader
- 3) Secretary
- 4) Assistant Secretary
- 5) Treasurer
- 6) Finance Secretary

#### B. How to become Office Bearers:

- 1) The OB must be a student of Govt. Aizawl College.
- 2) The Leader must be a student of either the 3<sup>rd</sup> or 5<sup>th</sup> Semester.

#### C. Term length of the work:

- 1) The term of an OB is for two semesters only.
- 2) Charge must be handed on 20 days after the election of the new OB.

### DUTIES OF OFFICE BEARERS:

#### A. LEADER:

- 1) He/She will lead the Executive Board.

#### B. ASSISTANT LEADER:

- 1) He/She will work in tandem with the Leader and will take over the charge of Leader should the need arise.

#### C. SECRETARY:

- 1) He/She is the Secretary of the Executive Board and Committee.
- 2) He/She will work in tandem with the leader regarding all activities of the Club.
- 3) He/She must keep the minute book and register all Club activities.
- 4) He/She in discussion with the Leader will call for board meeting or committees.

#### D. ASSISTANT SECRETARY:

- 1) He/She will support the secretary in all aspects.
- 2) He/She will take charge of Club activity record book.
- 3) He/She will function as Secretary in his/ she absence or should the need arise.

#### E. TRESURER:

- 1) He/She is expected to be sincere while looking after the Club finance.
- 2) He/She will record every expenditure in the Cash Book.
- 3) He/She will carefully preserve all accounts so that inspection can be done in time.

#### D. FINANCE SECRETARY:

- 1) He/She will receive all the funds and carefully record it in the Cash Book which is to be.
- 2) He/She is not allowed to keep any Club Funds in private and is to record any funds





received and spends for the Club.

### **Part – 3**

#### **CLUB ADVISER:**

- 1) He/She will have to be a selected member by the Executive Committee
- 2) He/She will advise the Club OB and other members
- 3) He/She will audit the Club Finance twice every year
- 4) He/She should be a graduate from Govt. Aizawl College.

### **Part - 4**

#### **CLUB DICIPLINE:**

- 1) Club members are strictly forbidden from partaking of drugs and alcohol. Any member caught doing so will be immediately expelled.
- 2) Orders given by the OB during all Club activities should be strictly followed.
- 3) Members who fail to follow orders will be expelled from the Club.
- 4) All members are to be treated fairly with regards to the various contributions received by the Club.

### **PART - 5**

#### **CLUB T-SHIRT:**

- 1) Club T-Shirts can be purchased at the time of enrollment
- 2) Club T-Shirts are must be worn during every Club activity

### **PART - 6**

#### **CONDOLANCE AND GREETING:**

- 1) Club members may be presented gifts and condolence fees if and when necessary. The Executive Committee will have the final say in the matter.

