

Constitution of Finance Club

An Initiative by the Department of IEM-BBA

The main focus of the Finance club will be to organize webinars on Financial Models, Financial Planning, Investment Banking Policies, Careers in Finance after BBA, Finance Competitions and much more. This club will surely attract more students in the Finance department as well as will increase the passion of students who will be undertaking Finance as their career option in recent futures.

• Statement of Purpose:-

1. Seminars and Webinars related to Financial Activities will be conducted with the help of the Finance faculties.
2. Lectures and information related to several financial courses such as CFA, CPA, ICAI, ICSI, ICMAI etc. will be provided in order to help the students to decide their upcoming career goals.
3. Guidelines on several financial activities will be provided through the members and faculty members.
4. Recent Activities on Financial Markets, Stock Markets will also be given.
5. Taxation guidelines, Finance notes will be given in details.
6. Finance Modelling Competitions will also be held under the supervision of Finance Faculties.

• Rules and Regulations:-

1. Every Club Member must be present at all the Club Meetings.
2. Club Members should abide by the decisions set by the Club Core Team Members and Club Supervisors.

3. Every Club Member must maintain an awareness of the activities and programs conducted by the Finance Club.
4. Any professionals in the areas of public speaking and leadership may be offered a Committee membership if they routinely perform evaluations, workshops, or mentoring during club meetings.
5. Club will not accept any anonymous donations.
6. If a club member misses more than three meetings in an academic year where their presence is requested, and forgoing excused absences by the Club Members, their membership will be suspended for no less than one semester.
7. If the club member does not agree with the ruling of Finance Committee, they may appeal to the Club Advisors (Arkaprava Chakrabarty, Ajanta Ghosh).
8. Any misbehavior or any foul attitude towards a Club Advisor or Club Core Team Members or any other Club Member may result in the suspension of their membership.
9. A Committee will be formed by the Club Advisors and Club Core Team Members in order to organize several events and competitions. The selection will be based solely on the activities of the Club Members.
10. Club Members will be solely selected on the basis on the Google Form.

- **Duties and responsibilities of club core members:-**

- **Founder/s:**

1. Coordinating Several Activities inside the Club.
2. Reaching out to several authorities and facilities for Finance Interviews.
3. Providing proper Schedule for Activities and Future Activities and Respective Competitions.
4. Maintaining a healthy environment inside the Club.
5. Founder must be polite, gentle, and calm and compose in every peer

- situation and will not behave improperly with his fellow Club CoreMembers.
6. Founder will explain all the needful to the Club Core Team Members and make them aware of their duties and responsibilities.
 7. Founder will provide a brief explanation as of how, what the group is all about to everyone with the help of Club Coordinators.
 8. Founder will be answerable of all the duties to only Club Advisors- Arkaprava Chakrabarty and Ajanta Ghosh.
 9. Founder will conduct Club Committee Members Elections peacefully with the help of Co-Founders, Coordinators and Club Advisors

• **Co-Founder/s:**

1. Coordinating Several Activities inside the Club.
2. Co-Founders must be polite, gentle, calm and compose in every peersituation and will not behave improperly with his fellow Club Core Members.
3. Co-Founder will provide a brief explanation as of how, what the group is all about to everyone with the help of Club Coordinators.
4. Co-Founders will consult each and every idea and decisions withFounder and Club Advisors.
5. Co-Founders will work closely with all the Coordinators to executeeach and every idea successfully.
6. Co-Founders will look after the Excel Sheet of Newly AddedMembers and their respective tenure.
7. Co-Founders will conduct regular meetings at intervals in weekends.
8. Co-Founders will be answerable to Founder- Isham Sen and ClubAdvisors- Arkaprava Chakrabarty and Ajanta Ghosh.
9. Co-Founders will maintain the Google Form through which membership will be provided and will send the information to the Coordinators in order to entry their names in the Excel Sheets.

- **Coordinator/s:**

1. Coordinators will conduct meeting links of every Club Meetings which will be held at weekends.
2. Coordinators will maintain Excel Sheets regarding Newly Added Members and their tenure and club activities.
3. Coordinators will reach out to College Students in form of personal calls, WhatsApp, Facebook, Instagram etc. to encourage and help students to join the Finance Club.
4. Coordinators must be polite, gentle, calm and compose in every peersituation and will not behave improperly with his fellow Club Core Members.
5. Coordinators will maintain cordial relation with every New Club Members and help them understand the activities of the Finance Club.
6. Coordinators will not execute any plans or any decisions without prior discussion and permission of Founder, Co-Founder and ClubAdvisors.
7. Coordinators will create portfolios, PPTs, Posters and circulate them in order to create an awareness of Finance Club amongst the CollegeStudents.
8. Coordinators will help in carrying out each and every competitionsorganized by Finance Club with the help and guidance of Founder, Co-Founders and Club Advisors.
9. Coordinators will update information about every newly addedmember in the official group of Finance Club.
- 10.Coordinators will handle the information's Section as to whether to send any information or notice; it will be conveyed through them. There will be no liabilities on them regarding thispassing information.
- 11.Coordinators will send the membership letters to successful newly added members.

Rights of Club Team Core Members:-

- **Founder**

1. Founder will have the sole right to revoke any decision of Club Team Members at any point of time.
2. Any questions or arguments regarding revoking decisions done to the Founder except for Club Advisors will be considered as an offense.
3. Founder can suspend any membership based on the grounds of misbehavior, misconduct and violence of rules.
4. Founder can call for group meetings at any time with respective Club Core Team Members.
5. Founder will have the right to question any Club Core Team Member, Club Members and Club Committee Members of their works.
6. The decision of the Founder will be final in any case.
7. Founder can cancel the membership of any members at any point of time.
8. Founder can interfere in the works of the Coordinators if needed.

- **Co-Founder**

1. Co-Founders will have the sole right to revoke any decision of Club Team Members except for Founder at any point of time.
2. Any questions or arguments regarding revoking decisions done to the Co-Founder except for Club Advisors will be considered as an offense.
3. Co-Founder can suspend any membership based on the grounds of misbehavior, misconduct and violence of rules.
4. Co-Founder will have the right to question any Club Core Team Member, Club Members and Club Committee Members of their works. Co-Founders will chair the position in the absence of the Founder.
5. Co-Founders can interfere in the works of the Coordinators if needed.
6. Co-Founders can deliberately decide or change any schedule without

answering anyone except for the Founder and the Club Advisors.

7. Co-Founders will have the right to cancel the membership of any Club Member or any Club Committee Member.

- **Coordinator/s:**

1. Coordinators will abide by the rules and regulations set up by the Founder and Co-Founders.
2. Coordinators will manage the promotion of the Finance Club in every sector.
3. Coordinators will shortlist the Club Committee members according to their choices.
4. Coordinators will report every work updates in the group when work is posted by Founder and Co-Founders.
5. Coordinators facing any misbehavior, misconduct will report their names to Founder, Co-Founders and Club Advisors.
6. Coordinators can still take small decisions as to arrange small meetings regarding the working of the Finance Club projects.