

“School of Business Students’ Quality Council”
“(SOBSQC)”

Pokhara University

School of Business, Pokhara



Constitution 2020



Pokhara, Lekhnath-30, Nepal

ARTICLE I

Preliminary

Section 1: NAME, AFFILIATION, COMMENCEMENT & USE

- a. The name of this Council shall be **School of Business Students' Quality Council**. In short, it shall be: "**SOBSQC**".
- b. The Council shall be registered to Pokhara University. The rules and regulations of Pokhara University shall be followed when not in consistent with the rules and regulations of this Council.
- c. This constitution shall be effective from the date of Registration of the Council to and approval from the Pokhara University.
- d. The constitution shall be enforced to all the members and office bearers of this Council on full scale.

Section 2: DEFINITIONS

Unless the subject or context otherwise requires, in this constitution:

- a. 'Constitution' refers to the Constitution of School of Business Students' Quality Council, 2020.
- b. 'Office-bearer' refers to the office-bearers and members of the Executive Committee and Subordinate Committees.
- c. 'Student Clubs' refers to the various councils existing at Pokhara University School of Business with different specific motives, and objectives upon registration to, and approval from the School of Business Administration.
- d. 'Subordinate Committee' refers to the different departments, committees and sub-committees as well as the branches remaining under the control of the executive committee.
- e. 'laws or by-laws' refers to the rules and bye-rules formulated under this constitution for the internal work operation.
- f. 'Prescribed or as prescribed' refers to prescribed or as prescribed in the constitution, laws or by-laws formulated under this constitution and prescribed or as prescribed by the executive committee.



ARTICLE II

Formation and Objectives

Section 1: **FORMATION**

- a. There shall be formation of the Council "School of Business Students' Quality Council".
- b. The Council shall be an autonomous, independent, perpetual, and a non-profit body.
- c. The Council may obtain, possess, utilize, and sell the movable and immovable property as an individual.
- d. The Council shall have its own seal, logo, and emblem as per Annex 1.
- e. The office of the Council shall be located at School of Business, Pokhara University.
- f. The working area of the Council shall be within Pokhara University School of Business; and the territory as approved by Pokhara University.

Section 2: **PURPOSE**

The common purpose of SOB Students' Quality Council is to facilitate learning, academic and extracurricular activities by honing knowledge and soft skills among students. Moreover, it aims to provide opportunities for alumni, business leaders, entrepreneurs, experts, faculties and SOB students to meet to serve as PUSOB's advocate, articulating the role and direction of the school; to encourage intellectual enrichment and professional growth of School of Business students through forums and presentations; and to elevate the stature of PUSOB in our communities through Club programming.

The purpose of this Council shall be:

- a. To actively participate in the annual and long-term planning of the School, budgeting and programs.
- b. To actively participate in preparing the calendar for the Academic year.
- c. To support school management in decision making, problem solving, development and extension
- d. Participation to enhance the quality of education, problem solving (school, students)
- e. Organize various types of extra-curricular activities via activating various existing students' Councils at PUSOB.
- f. Coordinate and facilitate the students' various clubs and societies within PUSOB as well as extend liaison with other business schools from national and international domains.

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- g. Assist to management while selection of the Class Representatives at the first time in each section of each program and reselect of lying vacant due to the various reasons.
- h. Organize career counselling and career planning training and interaction with the close coordination and direction of the respective cell of the School.
- i. Coordinate the students' representatives from both Bachelor and Master level programs.
- j. Organize various students focused events viz. Welcome and farewell events, social works, publication, outreach, industry relations, image building, branding and alumni relations.
- k. Regular meeting with an agenda, on a weekly / fortnightly basis in an agreed venue within the school premises i.e. in a vacant class room, laboratory, computer room, sports complex, canteen etc.
- l. Organize inhouse programs like interaction, talk program, oratory programs, publications, conference etc.
- m. Participate in social works and involve in industry
- n. Participate in national and international forum to share knowledge and experiences.
- o. Counselling the students who are poor in education, who are seeking supports for the further career development
- p. Prepare the profile of students
- q. Update the websites of student' corner
- r. Organize industry-students dialogue time to time
- s. Support business communities and corporate houses in the research, training, marketing and social works
- t. Organize students exchange program within the college of PU and other university than PU.
- u. Organize international culture exchange programs with the permission of the Vice Chancellor and with the support of International Centre of the University



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ARTICLE III

Membership

Section 1: MEMBERSHIP CATEGORIES

There shall be three types of members, as per their responsibilities:

- a. General Member: All valid students of PUSOB are general members, they involve on selection of Class representatives and executive members of Students' Councils.
- b. Council Member: Those members who are eligible to vote or to be voted for Executive member.
- c. Executive Member: President, Vice-President, Secretary General, Secretary, Treasurer and Executive Committee members are the Executive Members of this Council.

Section 2: ELIGIBILITY

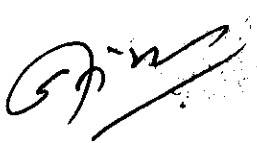
To be eligible for Membership of this council he/she should meet the following qualities:

- a. Regularly enrolled student of Pokhara University School of Business.
- b. Strong interest towards social activities and community works.
- c. Has legal majority and good moral character.
- d. No history of gross embezzlement of public property, and any other misconducts or social abuses.
- e. Have fine mental state.


Eligibility for membership or appointed or elected student officer positions of SOBSQC may not be limited on the basis of race, sex, color, age, religion, national origin, marital status, sexual orientation, physical or mental handicap, ancestry or medical condition, except as explicitly exempted in Pokhara University law.

Section 3: POWER, FUNCTIONS & DUTIES OF THE MEMBERS

- a. Not to do any function harming the Council.
- b. To fully comply with the policy-rules and code of conduct prescribed by the Council as per the constitution.
- c. To honestly perform the responsibility conferred by the Council.

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- d. To pay the fee payable to the Council in time.
- e. To attempt for the success of the programs organized by the Council by participating over it.
- f. To participate in the general meeting and convention of the Council.
- g. To participate in the election for the selection of the leadership except by the privileged member and honorary member.
- h. Bring no confidence motion or other resolutions as per necessity.
- i. To make all the efforts for the promotion and concretization of the Council.

Section 4: **DUES** - Dues shall be Rs 100 per academic session for the membership. At the end of every academic session, the membership shall renew upon payment of the dues. One academic session to a Master level programs refers to a trimester and bachelor level programs refer to a semester.

Section 5: **FORFEITURE OF MEMBERSHIP** - Any member may be expelled from the council for cause by a 2/3rd vote of the entire executive committee. Upon removal from this council, any and all right to use the name, the emblem and other insignia of this council shall be forfeited. This council shall remove members whose lack of qualification under Section 2 is proved and/or conduct has been deemed a violation of the Constitution and By-Laws and Executive Committee Policy of SOBSQC.

ARTICLE IV

Council, Executive Committee and Meetings

Section 1: **COUNCIL**

The Council of SOBSQC shall comprises of:

- a. One male and one female student selected from each section of PUSOB bachelors and Masters programs.
- b. Presidents and Vice President of Students Clubs: Two (2)



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- c. Nominated by Director, school of Business among the marginalized community / Remote district / Disable / intelligent / female students: Five (5)

1. Council meets once a year
2. Council elects the Executive committee of the SQC biannually
3. Council revises the constitution as per requirements.

Section 2: MEETINGS

(a) ANNUAL GENERAL MEETING

Annual general meeting shall refer to the annual meeting of the council members. Annual General meeting shall be held once in every fiscal year.

- i. The first annual general meeting of this council shall be held within six (6) months from the date of registration of this council at Pokhara University.
- ii. First year onwards, annual general meetings shall be held within the 2 months of the fiscal year end on the date and place as prescribed by the executive committee.
- iii. Notice of annual general meetings setting forth the purpose, time and place shall be published to each member of this council, by regular post, electronic means or personal delivery, at least fifteen (15) days prior to the date thereof.

(b) SPECIAL MEETING

Special meetings of the council may be called by the president, in his/her discretion, and shall be called by the president when requested by 1/4th of the total number of members of the council, at a time and place determined upon mutual understanding. In the event the President fails to call a special meeting, the majority members of general assembly shall be authorized to call the meeting at a time and place determined. Notice of special meetings setting forth the purpose, time and place shall be published to each member of this council, by regular post, electronic means or personal delivery, at least seven (7) days prior to the date thereof.

In case the members are desirous to bring resolution over any topic it shall be registered prior to seven (7) days of holding general meeting in the office of the council.

The quorum of the general meeting shall be the attendance by 60% members of council entitled to vote. The general meeting may be conducted by recognizing the attending members as the quorum in case there has been no fulfillment of quorum within the pre-determined time.



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Section 3: **DUTIES, RESPONSIBILITIES & AUTHORITY**

- a. To discuss and approve the annual progress, financial and audit reports presented by the executive committee.
- b. To discuss and approve the annual plan and budget arrangement presented by the executive committee.
- c. To approve the resolutions presented by the executive committee.
- d. To issue essential directives to the executive committee.
- e. To appoint auditor and fix remuneration.
- f. To perform other functions as prescribed in the constitutions.

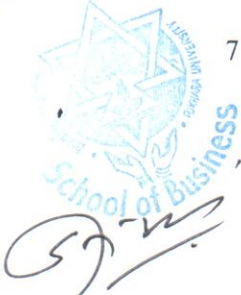
Section 4: **FORMATION OF THE EXECUTIVE COMMITTEE**

- a. There shall be the Executive Committee with 11 members with the inclusion of at least one third female members.
- b. The Executive Committee shall comprise of the following office bearers and members.

President.....	1
Vice President.....	1
General Secretary.....	1
Secretary.....	1
Treasurer.....	1
Members.....	6
Total.....	11 Members

- c. The tenure of executive committee office bearer and members shall be of 2 years.
- d. The executive committee shall be accountable for the general meeting and general convention.

The executive committee comprises of:



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- a. Representatives of Class Representatives: **At least Six (6)**
 - i. Maximum three from MBA Regular and two from MBA Jobholder program
 - ii. At least one from BBA and one from BBA BI program
- b. Representatives of Students' Clubs: **Three (3)**
- c. Representation of outstandingly Talent and Creative students/ representation of Marginalized / Ethnic students and representation of differently abled nominated by above (a) and (b) students: **One (1)**
- d. Student representative of Internal Quality Assurance Committee (IQAC) of PUSOB: **One (1)**

Section 5: MEETING OF THE EXECUTIVE COMMITTEE:

- a. There shall be at least 12 meetings of the executive committee on annual basis.
- b. The quorum of the meeting shall be 51%.
- c. The majority decision shall be held valid in the meeting. In case there occurs tie, the president shall cast decisive vote.
- d. The meeting shall be conducted with the chairmanship of the president and vice-president and the member selected by the attending members in the absence of the vice president.
- e. The president may call or cause to call via the general secretary the meeting of the executive member as per necessity. In case there has been demand by at least 1/3rd members with the stipulation topic for discussion, the general secretary shall call the meeting within 15 days.
- f. The office bearer or member making absence for consecutive three times without notice may be removed from the post by the executive committee.

Section 6: DUTIES, RESPONSIBILITIES* & AUTHORITY OF THE EXECUTIVE COMMITTEE:

The executive committee shall have the following power, function and duties:

- a. To perform or cause to perform the entire functions remaining within the boundary of the constitution so as to fulfill the objectives of the council.
- b. To execute or cause to execute the plan and programs approved by the general meeting.

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- c. To implement and cause to implement the subjects or the complaints filed against the member of the council on the charge of action contrary to the constitution, code of conduct and policy as well as the rules along with the provision of opportunity to the concerned party of defense.
- d. To make interpretation of the constitution of the council.
- e. To perform or cause to perform the entire essential functions.

ARTICLE V

Officers

Section 1: OFFICERS

The officers shall be President, Vice-President, Secretary, Vice-Secretary, and Treasurer.

Section 2: ELIGIBILITY

To be eligible for office, candidates must be regularly enrolled students of Pokhara University School of Business. The candidate must have the following qualities to be eligible for the office:

- a. Good communication and interpersonal skills
- b. Self-disciplined, motivated, organized, creative and lateral thinking habit
- c. Broader vision and academic knowledge
- d. Team Spirit, leadership and team building quality
- e. Problem Solving ability on scientific approach

All officers must be members in good standing at the time of their election and at all times during their tenure. The member nominated to serve as president of the Council shall be selected from those members who is currently serving or has already served successfully at least one term as SOB Students' Council officer or SOB Class Representative.

The member nominated to serve as *president, vice-president, general secretary* and *treasurer* must be regular MBA students of Pokhara University School of Business.



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Section 3: **TERM OF OFFICE**

The term of office shall be no longer than two years. Officers shall serve no more than two consecutive terms in any office.

Section 4: **ELECTION** – Among the 11 elected members, they shall select the office bearers unanimously, if not possible election will be held. Election Committee shall be formed by Director of PUSOB comprising of one coordinator and two members. The Election Committee shall prepare the guidelines for the election.

Every two years, election will be held on prior to one month of the Board Examination held for the final semester/ Trimester.

Section 5: **VACANCY** – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled as per the decision of Executive Committee.

Section 6: **REMOVAL** – Officers may be removed from office by a 2/3 vote of executive members in the council.

- a. A request for removal of an officer must be submitted in writing to the president; this request can be submitted by any active general member of the council.
- b. If a member/officer is requesting to remove the president, the request for removal letter may be submitted to the vice president.
- c. The officer receiving the removal request will then contact the officer in question for removal and explain the situation to them. The member requesting removal will remain confidential through this process.
- d. Within two weeks after submission of removal request, a vote must be held unless voting is put off due to school events such as examinations, seasonal breaks and holidays.
- e. The vote will be brought to order by the removal request receiving officer and members will take a secret ballot. This ballot will be tallied by the council advisor and the member who submitted the removal request with the officer in question for removal present.



ARTICLE VI
Duties, Responsibilities and Authority of Office-bearers

Section 1: PRESIDENT

It shall be the duty of the President, to:

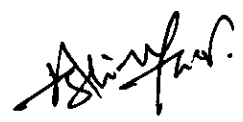
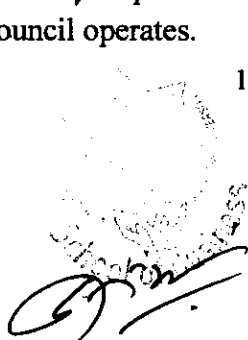
- a. Serve as chief executive officer for this Council.
- b. Preside at all meetings of this Council.
- c. Issue the call for regular meetings and special meetings of the executive committee of this Council.
- d. Cooperate director and program coordinator of School of Business to effectively bridge down the communication gap between several students' clubs existing at SOB, Class Representatives and other different groups and teams of SOB.
- e. See that regular elections are dully called, noticed and held.
- f. Ensure the council is operating in accordance with Pokhara University by-laws and constitution.
- g. Ensure proper administration of council operations by ensuring that all council officers and members adhere to the council's Constitution and By-Laws as well as the Constitution and By-Laws of Pokhara University.
- h. Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the necessary dispute resolution procedure if needed.
- i. Serve as a mentor to Vice President to ensure the continuance of effective leadership.

Section 2: VICE-PRESIDENT

If the president is unable to perform the duties of his/her office for any reason, the vice president next in rank shall occupy his/her position and perform his/her duties with the same authority as the president. Vice president shall, under the direction of the president, oversee the functioning of such committees of this council as the president shall designate.

Moreover, under the direction of the president, it shall be the duty of the Vice-President to:

- a. Conduct a semi-annual council quality assessment and collaborate with the council officers.
- b. Ensure that new members are provided with an effective orientation so new members understand how the council operates.



- c. Take a key role in membership retention and ensure organizational excellence by measuring member satisfaction and utilizing feedback to improve Council operations.
- d. Network with the officers of existing students' Clubs at SOB to gain ideas that may be applied to the Council for effective operation and coordination.

Section 3: **GENERAL SECRETARY**

He/she shall be under the supervision and direction of the president and shall act as the liaison officer between the Council officers and its members.

It shall be the duty of the Secretary to:

- a. Submit regular monthly and other reports as may be called for by the president of this Council.
- b. Issue notices of meetings and conduct the general correspondence of the Council.
- c. Have custody and keep and maintain general records of this Council, including records of minutes of Council executive meetings; attendance; committee appointments; elections; member information, addresses and telephone numbers of members.
- d. Deliver, in a timely manner, at the conclusion of his/her term in office, the general records of the Council to his/her successor in office.

Section 4: **SECRETARY**

To co-operate the function of the General-Secretary and perform all the functions of the general secretary in his absence.

Section 5: **TREASURER**

It shall be the duty of the Treasurer to:

- a. Receive all monies, from the secretary and otherwise, and deposit the same in a bank or banks recommended by the finance committee and approved by the executive committee.
- b. Arrange for issuance, in cooperation with the secretary, quarterly or semi-annual statements to each member for dues and other financial obligations owed to this Council and report payments to the executive committee.
- c. Pay out monies in payment of Council obligations only on authority given by the president.



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- d. Have custody and keep and maintain general records of Council receipts and disbursements.
- e. Prepare and submit monthly and semi-annual financial reports to the president of this Council.
- f. Give bond for the faithful discharge of his/her office in such sum and with such surety as determined by the executive committee.
- g. Deliver, in a timely manner, at the conclusion of his/her term in office, the financial accounts, funds and records of the Council to his/her successor in office.
- h. Serves as chairperson for the finance committee.

ARTICLE VII

Financial Arrangements

The financial arrangement of the Council shall be as follows:

Section 1: **FINANCIAL RESOURCES**

- a. Membership dues, entry and renewal fee.
- b. The amount generated by the Council through the different events and functions.
- c. The amount to be received from the Pokhara University.
- d. Other prize, assistance and donation.

Provided that, the prior permission of Pokhara University School of Business shall be obtained while pursuing amount or infrastructural assistance from the foreign donor, association and organization.

Section 2: **FUND**

- a. A fund may be created by opening Account in any bank in the name of Council and it shall be operated accordingly.



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- b. The Fund and bank account under sub-section 2(a) shall be undertaken with the signature of the president or general secretary and treasurer.

Section 3: ACCOUNTS AND RECORDS

- a. The accounts and records of the entire income and expenditure of the Council shall be maintained in line with the prevalent accounting standards.
- b. The treasurer shall have final responsibility over the accounts and records. Provided that, the annual statement of the income and expenditure shall be presented to and approved by the general meeting.

Section 4: AUDIT

The audit of the Council shall be performed at the end of every fiscal year by the auditor recognized by the government. There shall be submission of the audit report to the necessary authorities.

Section 5: PARTICULARS OF MOVABLE AND IMMOVABLE PROPERTY

There has been no movable and immovable property of the Council at present. Upon having the movable and immovable property as per the constitution the updated record thereof shall be submitted before the Pokhara University School of Business.

ARTICLE: VIII

Powers

- a. By remaining within the boundary of the constitution the general meeting may formulate the different committees, reshuffle and liquidate thereof as well as formulate, enforce amend or repeal the employees and other essential rules and by-laws.
- b. The Council may be dissolved in case the two third majority of the general meeting adopts the resolution thereof.
- c. The whole assets of the Council shall be devolved with the Pokhara University School of Business in case the council has been dissolved due to inability to work or other reasons.

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ARTICLE IX

Miscellaneous

Section 1. **FISCAL YEAR.** The fiscal year of this Council shall be August 1 through July 30.

Section 2. **PARLIAMENTARY PRACTICES.** Except as otherwise specifically provided in this constitution and by-laws, all questions of order or procedure with respect to any meeting or action of this Council, its executive committee or any other committee appointed hereunder shall be determined in accordance with Associations Registration Act, 2034 (1977)

Section 3. **PARTISAN POLITICS/RELIGION.** This Council shall not endorse or recommend any candidate for public office, nor shall partisan politics or sectarian religion be debated by members in meetings of this Council.

Section 4. **PERSONAL BENEFIT.** Except to further his/her progress in SOBSQC, no officer or member of this Council shall use his/her membership as a means of furthering any personal, political, or other aspiration, nor shall the Council, as a whole, take part in any movement not in keeping with its purposes and objects.

Section 5. **COMPENSATION.** No officer shall receive any compensation for any service rendered to this Council in his/her official capacity with the exception of the secretary, whose compensation, if any, shall be fixed by the board of directors.

Section 6. **SOLICITATION OF FUNDS.** No funds shall be solicited from the Council during meetings by any individual or individuals who are not members of the Council. Any suggestion or proposition made at any meeting of this Council calling for the expenditure of money for other than the regular obligations shall be referred to the appropriate committee or to the executive committee for further review.

Section 7. **CUSTODIAN.** The Director of Pokhara University School of Business shall be the custodian of SOBSQC.



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ARTICLE X

Saving and Hand over

- a. Upon the office-bearers and members of the executive committee as well as the employees of the Council shall not be held personally responsible for the loss or damage caused by their work based on good faith.
- b. The old executive committee shall compulsorily hand over the accounts and records of the income and expenditure, minute book, records, documents and the different particulars on compulsory basis to the newly elected committee after election.

ARTICLE XI

Council Dispute Resolution Procedure

All disputes or claims arising between any member or members, or a former member or members, and the Council, or any officer of the Council, relative to membership, or the interpretation, breach of, or application of the Council's constitution and by-laws, or the expulsion of any member from the Council, or any other internal Council matter whatsoever which cannot be satisfactorily resolved through other means, shall be resolved in accordance with the Dispute Resolution Procedures established by the executive committee.

ARTICLE XII

Amendments

Section A. **AMENDING PROCEDURE.** These by-laws may be altered, amended or repealed at any regular or special meeting of this Council at which a quorum is present, by the vote of a 2/3rd majority of the members present in person and voting.

Section B. **NOTICE.** No amendment shall be put to vote, unless written notice, stating the proposed amendment shall have been published to the member through regular post or electronic means, or delivered personally to each member of this Council at least seven (7) calendar days prior to the meeting at which the vote on the proposed amendment is to be taken.



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