
CONSTITUTION OF THE INNOVATION CLUB
TECHNOLOGY TRANSFER CELL
FACULTY OF ALLIED HEALTH SCIENCES
UNIVERSITY OF RUHUNA, SRI LANKA

Correspondence

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1. Name of the Innovation Club

The name shall be called as “Innovation Club” of Technology Transfer Cell, Faculty of Allied Health Sciences, University of Ruhuna”

2. Objectives

- i. To encourage undergraduates to involve in research, innovations and inventions
- ii. To create an entrepreneurial mindset among the students and staff
- iii. To generate a platform for the undergraduates of Faculty of Allied Health Sciences to work together with other faculties and share ideas on innovations and inventions
- iv. To provide undergraduates the opportunity to work with entrepreneurs in health industry
- v. To create a platform where students and other parties to apply and obtain patent certificates and commercialization documents.
- vi. To facilitate the students for generating business ideas, developing prototypes, and testing and commercialization
- vii. To encourage innovations and commercialization in order to provide the quality healthcare

3. Activities

The innovation club shall organize related activities to technology transfer that are arranged within the faculty and beyond the faculty level.

The following activities will be arranged by innovation club,

- a. Maintain an “innovation club corner” in the faculty
- b. Organize career fair to enhance opportunity for potential innovations
- c. Facilitate to develop critical thinking skills to initiate innovations
- d. Support research, innovation, invention, commercialization and patenting
- e. Organize exhibitions and awareness workshops related to technology transfer
- f. Encourage business startups

4. Membership

Membership is awarded to undergraduates, alumni and staff of the Faculty of Allied Health Sciences, University of Ruhuna. Membership shall be opened four years for undergraduates and lifetime for alumni and staff of the innovation club.

4.1. Membership of the Innovation Club

The membership of the Innovation Club is open to,

- a. all undergraduates of the Faculty of Allied Health Sciences, University of Ruhuna.
- b. all alumni of the Faculty of Allied Health Sciences, University of Ruhuna.
- c. all TTC members and academic member interested for Innovation Club attached to the Technology Transfer Cell, Faculty of Allied Health Sciences, University of Ruhuna.

4.2. Renewal of membership

- a. Renewal of membership should be done within the first month of the respective academic year.
- b. Subscription dully filled application form for membership shall be submitted to the secretary. (noted in part 5.2.)
- c. The Executive Committee shall have the power to grant or refuse membership for any applicant with the concurrence of the Advisory Board. Every applicant shall be considered a member of the Innovation Club from the time his/her application is accepted by the Executive Committee.

4.3. Termination of the membership

- a. Any member of the Innovation Club may resign by giving a notice to the secretary in writing to that effect provided that any such member giving such notice will be liable to pay subscription up to the year notice was given.
- b. Any students subject to a disciplinary procedure, his/her membership shall be automatically withheld. Activation of the membership will be considered according to the final decision of the Senate, University of Ruhuna.
- c. Any member who becomes a detriment to the Innovation Club shall be liable to have the membership terminated by the executive committee and should be approved in a general meeting. The reason for termination of the membership shall be communicated to the said member in writing by the Secretary. He/she shall have the right to appeal to the secretary and final decision will be taken at the Annual General Meeting.
- d. Upon the termination of the membership, he/she shall be liable to pay sums of money he/she may have owed immediately before the termination of the membership.

5. Finance

5.1. Financial year

The financial year will be from 1st of April to 31st of March of the following year.

5.2. Subscriptions

- a. The subscription for all undergraduates shall be 300 LKR for the four years duration. Annual subscription will be 100 LKR.
- b. The subscription for alumni and staff herein after shall be 500 LKR for lifetime and annual subscription will be 100 LKR.
- c. The Innovation Club may alter the rates of subscription fees payable by all categories by a resolution passed at an Annual General Meeting.
- d. The income and property of the Innovation Club shall be applied solely towards the promotion of objectives of the Innovation Club.

5.3. Financial provision

- a. The Innovation Club may from time to time receive donations from well-wishers either for specified projects or general purposes.
- b. The funds of the Innovation Club may be utilized for any purpose necessary for the carrying out of its objectives including the expenses of its administration and for audit of its accounts.
- c. The Junior Treasurer may hold a petty cash advance not exceeding 2000 LKR at any one time. All money excess of this sum shall within one week of receipt be deposited in a bank account approved by the Executive Committee.
- d. The bank account shall be in the name of “Innovation Club, Faculty of Allied Health Sciences” and under the signature of the Senior Treasurer as the first signatory, Junior Treasurer as the second signatory and President as the third signatories.
- d. All cheques or withdrawal notices on the Innovation Club’s account shall be signed jointly by Senior Treasurer and the Junior Treasurer.
- e. A statement of receipt and payments and a balance sheet for the year shall be prepared by Junior Treasurer and has to be approved by the Senior Treasurer. The approved budget report will be audited by an appointed auditor within one month after the end of each financial year. The audited accounts shall be submitted for the approval of the next Annual General Meeting, and copies shall be circulated to all members two weeks prior to the Annual General Meeting.
- f. No expenditure exceeding 2000 LKR shall be incurred without the prior approval of the executive committee.

5.4. Auditing of accounts

The accounts of the Innovation Club shall be audited annually by an auditor (An internal academic member) appointed by the Advisory Board and the Executive Committee.

5.5. Cash Maintenance

- a. All Innovation Club money should be deposited in a state bank account maintained under the Innovation Club’s name. However, allocated petty cash money shall be kept with the Senior or Junior treasurer for recurrent expenses.

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- b. Money shall be withdrawn with the consent of the Senior Treasurer.
- c. Two signatures should be necessary to withdraw money from the bank. One of the signatures should be the Senior Treasurer and the other signatory should be the Junior Treasurer or the President of the Innovation Club.
- d. Resignation of the Senior Treasurer, Junior Treasurer, and the President should be informed to the bank as soon as possible. When President post is not vacated, the President is duty bound for performing this task or otherwise patron should be responsible for informing the bank about the resignations.
- e. It is necessary to inform the bank by the President or Junior Treasurer about the resignation and new appointments within a week.
- f. Previous year's budget and New Year's estimated budget should be accepted by 2/3 majority. Unless otherwise these are passed by a 2/3 majority, the budget will be considered invalid.
- g. Seconded budget and the estimated budget for next year, it should be posted on the notice board.
- h. Any member or an office bearer of the Innovation Club should not be involved in money transactions either with the members, or outsider organizations without the consent of the Executive Committee.
- i. Office bearers are prohibited from making any kind of commissions and receiving presents from the Innovation Club dealings.

6. Office Bearers

6.1. Office Bearers

All office bearers should be selected from the Innovation Club, Faculty of Allied Health Sciences, University of Ruhuna as a subject in this University.

1. Patron: The patron shall be the Dean, Faculty of Allied Health Sciences.
2. Senior Treasurer: Should be a senior academic staff member of the Faculty of Allied Health Sciences except the TTC members.

3. Senior Editor: Should be a senior academic staff member of the TTC, Faculty of Allied Health Sciences.
4. Advisory committee: The advisory committee shall consist of all the TTC members, Faculty of Allied Health Sciences. The patron of the Innovation Club will automatically be the chairperson of the advisory committee.
5. Student Office Bearers: The office bearers given below shall be elected from the student members of the Innovation Club at the Annual General Meeting (AGM) which is expected to be held at the beginning of each academic year (preferably within the first four weeks):
 - a. President
 - b. Vice president
 - c. Secretary
 - d. Assistant Secretary
 - e. Junior Treasurer
 - f. Junior Editor
 - g. Committee members representing each batch (02 per each considering gender equivalency)

6.2. Selection of Office Bearers:

- a. The President should be from the fourth year students.
- b. The Vice President, Secretary and Junior Treasurer should be from the third year students.
- c. The Assistant Secretary and Junior Editor should be from the second year students.
- d. Committee members should be selected as:
 - (i) Two from the first year students
 - (ii) Two from the second year students
 - (iii) Two from the third year students
 - (iv) Two from the fourth year students

6.3 Voting rights:

Only the members who are registered to the Innovation Club have voting rights.

7. Executive Committee

- a. The Executive Committee shall comprise of all the office bearers indicated in the above and at least 1/3 of the office bearers should be present for an Executive Committee meeting to be conducted.
- b. The Executive Committee shall make decisions on important and urgent matters. There are no limitations on the number of meetings of the Executive Committee.
- c. The Executive Committee should take decisions at the meetings by a majority of vote (will of the absentees and excuses will not be considered). Any member of the Innovation Club may question these decisions and it needs to be formally informed by a letter addressed to the secretary of the Innovation Club.
- d. The members of the Executive Committee shall hold the office until the Executive Committee for the subsequent period is elected.
- e. Resignation from any post shall be effected at any time by an office bearer by writing a letter to the secretary of the Innovation Club, giving one-month notice.

8. Composition of the meetings

Minimum attendance for general meetings of the Innovation Club should be 1/3 of the members.

9. The duties and the responsibilities of the office bearers

- a. All the office bearers of the Innovation Club should be honest and should work to fulfill the objectives and aims of the Innovation Club. No office bearer shall work against the constitution of the Innovation Club.
- b. Offices of all office bearers will be valid only for one full academic year. It is the duty of the incumbent president to hold an AGM within the first semester of the academic year (preferably within the first four weeks) and select the office bearers for that academic year.
- c. To appoint a subcommittee for matters related to finance, innovative welfare, fund raising or any other matter it may deem necessary as to carry out the objectives of the Faculty Innovation Club.

Patron

- Patron may advise the other office bearers and the Innovation Club whenever necessary. Members of Innovation Club also shall seek advice at any time, as necessary.
- It is the responsibility of the patron and office bearers of the Innovation Club to ensure smooth functioning of the Innovation Club at all times.
- Patron shall be excluded from voting at any general, special, and executive meeting.

President

- To carry out the programs aiming to fulfill the objectives of the Innovation Club.
- To appoint a subcommittee for matters related to finance, innovative welfare, fund raising or any other matter it may deem necessary as to carry out the objectives of the Faculty Innovation Club.
- President should be able to win the cooperation of all office bearers at all times.
- President should be able to lead the office bearers and members of the Innovation Club.
- President whenever present shall preside at all the meetings of the Innovation Club.
- President shall be the returning officer for all elections of the Innovation Club but the President shall be excluded from voting at any general, special, and executive meeting of the Innovation Club unless the vote is tied, in which instance the President shall cast the deciding vote.
- President shall call for Executive Committee meetings and direct the Executive Committee in the implementation of rules & regulations of the Innovation Club and execution of the programs of work & policies of the Innovation Club.

Vice President

- Vice President should act as the President in the absence of the President and shall preside over the meetings of the Innovation Club.
- Vice President should perform all the activities stipulated by the President.
- Vice President should help the President in all matters pertaining to the Innovation Club.
- In the event of the post of the President being vacant, the Vice President shall be nominated by the Executive Committee to perform the functions of the President until such time a new President is elected.

Secretary

- Secretary should issue of notices for the AGMs, special general meetings and meetings of the Executive Committee.
- Secretary should prepare, circulate, present, archive and maintain the minutes of all meetings.
- Secretary should circulate the agenda and/or minutes of meetings, not less than 14 days prior to such a meeting.
- Secretary should maintain the membership registers of the Innovation Club.

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- Secretary should convene a special meeting of the Innovation Club at the written request of not less than 25 members or in the request of the Executive Committee, not later than 30 days from the date of the receipt of such notice or order.
- Secretary should prepare and present an annual report of the activities and programs of the Innovation Club at the AGM.
- The Secretary shall in addition responsible for
 - Administration work of the Innovation Club
 - Assist and participate in General, Special and Executive Meetings
 - Keeping the minutes of the meeting and distribute minutes among members just after each meeting
 - All publications of Innovation Club
 - All correspondence of Innovation Club
 - Maintaining all the documentation of the Innovation Club including its constitution and member registers.

Senior Treasurer

- Senior Treasurer shall be a permanent academic staff member (Senior Lecturer Grade II or above)
- Senior Treasurer shall be responsible to guide and supervise all financial matters and the activities of the Innovative Innovation Club
- Senior Treasurer should control all funds with security and protection.
- Senior Treasurer should advice the junior treasurer on the preparation of financial reports and statements.
- Senior Treasurer should inform the office bearers/Executive Committee of the Innovation Club, if there are any mistakes or incorrect cash transactions, as early as possible.
- Senior Treasurer should deposit all money in a state bank (decided at the AGM of the Innovation Club) under the name of the Innovation Club.
- Senior Treasurer shall keep the sum of Rs. 2000/= rupees as petty cash.

Junior Treasurer

- Junior Treasurer shall be responsible to manage all accounts of the Innovation Club in conjunction with the President, Secretary and guidance and supervision of Senior Treasurer.
- Junior Treasurer should take the responsibility for all money transactions of the Innovation Club under the guidance of the Senior Treasurer.
- Junior Treasurer should be responsible for all the expenses of the Innovation Club to the University and the Senior Treasurer.
- Junior Treasurer should present a comprehensive budget to the Senior Treasurer at the end of every event.
- Junior Treasurer should present an annual budget at the end of every academic year.
- Junior Treasurer shall examine and approve all claims for payment and shall be responsible for the collection of membership fees on time and make account for the same.

Senior Editor

- Senior Editor should advice and encourage the Junior Editor to produce quality publications for the benefit of members and the community.

Junior Editor

- Junior Editor should maintain regular publication of magazines, newspapers, e-letters, and any other publications for the benefit of the Innovation Club, with the approval of the Senior Editor.
- Editors may seek advice and help from the Executive Committee at any time.

Committee members

- Committee members should inform the comments and suggestions of all the students before the committee gathers.
- Committee members should give the maximum cooperation for all the activities organized by the Innovation Club.

10. Vacation of Office, Resignation, Suspension or Expulsion of member

- a. Vacation: An executive committee member or an office bearer of Innovation Club shall be deemed to have vacated office if he/she fails to attend three successive meetings without an excuse in writing.

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- b. Resignation: An office bearer of an executive committee member may resign by giving at least one calendar month notice. Such resignation shall not be valid until the member willing to resign has fulfilled his/her financial obligation towards Innovation Club.
- c. Suspension or expulsion of a member: A member may be suspended or removed from membership by a decision of the Executive Committee, if he/she is found guilty of any conduct prejudicial to the interest and or good name of the Innovation Club, provided that before such order of suspension and or removal is made a member shall give an opportunity of showing cause in writing why such an order should not be made. A member suspended from membership shall not enjoy or exercise any of the privileges of membership during the period of suspension.
- d. In any case the studentship of the member is suspended by the University Council (temporary or permanently), the membership of such student will be immediately terminated. If such student is an office bearer or executive committee member of Innovation Club, that member shall not carry out official duties from the date of suspension and the duties carried out during the suspension period, if any, are null and void. Such students shall not be appointed or reappointed to any position of the Innovation Club.

11. Annual General Meeting (AGM)

- The AGM should be held within the 1st semester of each academic year, preferably within the first four weeks.
- The incumbent secretary should inform all the members, at least two weeks before the proposed date of the AGM, by an email and general notice/s in the departments and faculty website.
- If there are any amendments of the constitution, it should be informed two weeks before the AGM by the secretary of the Innovation Club and it should be passed by at least 2/3 votes of the members present at the AGM.

12. Special General Meetings

- Special general meetings should be called upon by the secretary when a request made by the President, a requesting letter is given by at least 25 members, or on the decision of the Executive Committee.
- The Innovation Club shall have any number of special general meetings in the academic year but should be kept to a minimum.
- In a special general meeting no other matters except the matter of concern should be taken up.

13. Declaration

All members of the Innovation Club are abided by the constitution.

14. Amendments

Amendments to this Constitution shall be made only by a simple majority vote of the Executive committee of the Innovation Club, Faculty of Allied Health Sciences, University of Ruhuna.
