

[Month Date, Year]

The Vice Chancellor

Daffodil International University
Daffodil Smart City, Birulia, Savar, Dhaka

Through: Director, Students' Affairs, DIU

Subject: For permission to open a new club titled '[Club Name]'

Respected Sir,

I would like to share with you that DIU has no '[Club Name]'. Other universities like BUET, BRAC, DU, and NSU are '[Club Name]' related clubs. In order to compete with those universities, a '[Club Name]' needs to be created inside the DIU arena. We like to propose a club in this regard and like to name it as '[Club Name]'.

The objectives of this club shall be:

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Please feel free to call me for any other clarification if needed.

Sincerely Yours,

[Department Head]

Head

[Department Name]

Daffodil International University

Constitution

1. Name of the club:
2. Definition:
3. Benefits:
4. Purpose:
5. Objectives:
6. Membership:
7. Advisory Committee:
8. Executive Committee:
 - President
 - Secretary
 - Treasurer
 - Vice-President
 - Joint secretaries
 - organizing secretary
 - Office Secretary
 - Media Secretary
 - Program secretary
 - Executive Members
9. General Meeting.
10. Communications:
11. Mandatory Activities: