

The Fleet Street Constitution v2.0

Date of Adoption: 31/01/2020

Date of First Revision: 05/02/2020

Date of Second Revision: 07/07/2025

ARTICLE I: Name, Purpose and Affiliation

The name of this organization shall be The Fleet Street. The purpose of this organization is to foster a supportive community of fellow students of IIT Palakkad through social and professional events designed to enhance camaraderie, enrich academic profiles and foster greater collaboration among students as they pursue their academic journey. The association will be affiliated with the Indian Institute of Technology Palakkad.

ARTICLE II: Membership

Section A. Membership Qualifications

1. Members need to be students of IIT Palakkad.
2. Members cannot hold any position in SAC during their term at TFS.
3. A member must have at least one year remaining in the institute to be eligible to be part of the organization.

ARTICLE III: Members

Section A. Define members and describe their position(s) and duties

Chief Editor & Media Head:

1. Oversees that the constitution is followed.
2. Schedules meetings and sends out agendas.
3. Handles conflicts within organization.
4. Approves all the articles and publications published by TFS.

5. Handles the finances of the organization. In case of Dues (see Article VIII), this will become a separate position: Head - Finance
 - (a) Sets budget.
 - (b) Adheres to budget and approves events.
 - (c) Approves expenditures for events and associated costs.
 - (d) Creates financial reports at the end of every year.

Editors

1. Is responsible for writing minutes of each meeting.
2. Is responsible for communication from board to members via email and slack.
3. Is responsible for communicating RSVPs to events back to the board.

Correspondents

1. The Correspondent is responsible for conducting podcasts and field reports.
2. Plans events that will assist in the professional development of members. The planning extends to location and food finalization, cleanup after event and compiling feedback forms.

WebOps Coordinators

1. The team is headed by a WebOps head.
2. Is responsible for maintaining and upgrading the website's layout and design.
3. Is responsible for managing data, handling deployment, and improving the backend.

Social Media & Design Team

1. The team is headed by a Social Media & Design head.
2. The team designs all the posters and other promotional material for the team.
3. The team makes designs for use in all the articles written.

Section B. Define voting procedures of members

1. Members of all positions will be selected into position by the board.
 - (a) Interested members can fill an online form set by the board members which must include the position they are interested in.
 - i. This will be used in case there is a better candidate for the position or if there is a resignation.

- (b) Existing board members can move parallel or upwards and apply for a vacant position. In the case of a vacancy, the position will be first opened to the board.
- (c) If the board is not able to elect members, the faculty advisor will select members.
- (d) In the event of a competition for the same position, a voting will take place with each candidate creating a case of why they are better suited for the position (can be through a presentation followed by round table interview) and the board will take a vote.
 - i. In case of an equal vote, the Executive Editor will have the final say.
 - ii. In case the position is of the Executive Editor and an equal vote is reached, the faculty advisor can intervene.

Section C. Describe the member timeline

1. The timeline for each position will be a full academic year. (Start of Fall – End of Summer)
2. In case of resignation before the end of the period, the candidate will have to find a suitable replacement by themselves.

Section D. Recall of Members

1. Members are subject to recall for malfeasance in office. Malfeasance shall be defined as:
 - a) An inability to perform the requirements of office.
 - b) Willfully disobeying the Rules and Regulations of IIT Palakkad that govern student organizations.
 - c) Breach of the Student Code of Conduct.
 - d) Mismanagement of club funds.

ARTICLE IV: Board and Board Meetings

Section A. Board Members

1. Chief Editor & Media Head
2. Editors
3. Correspondent
4. Social Media & Design Head
5. Video Editor
6. WebOps Head

Note: One member each from the Correspondents team and Video Editing team will be selected by the Chief Editor and Media Head to serve as official board representatives during board meetings.

Section B. Meeting Frequency

1. The board will meet at the last week of every month and the day will be decided at the start of every semester.
2. The Chief Editor is responsible for scheduling these meetings.
3. The Chief Editor is responsible for creating an agenda however every board member can add items to the agenda.
4. Junior most Editor will be responsible for the minutes and will take notes and upload to the shared drive by the following Monday. (first Monday of the month)
5. Each meeting should be limited to an hour.
 - a) The meeting must start with the summary of events that took place in the past month.
 - b) The remaining 40 minutes will be used to plan the forthcoming events and the agenda items.
 - c) The last 10 minutes will be used to summarize roles and responsibilities of each committee.

Section C. Special/Emergency Meetings

Any board member can call for an emergency meeting and will be responsible for scheduling time and location.

Section D. Attendance Policy

It is mandatory for every board member to attend the meetings. There is no current provision of remote attendance but can be investigated in the future.

Section E. Voting Rules

In case of a conflict, there will be a majority vote. In case of an equal vote, the Executive Editor's vote will be final.

ARTICLE V: Not-for-Profit Statement

This is a not-for-profit organization.

ARTICLE VI: Statement of Non-discrimination

This organization shall not discriminate based on sex, race, colour, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

ARTICLE VII: Financial Obligation

1. Most voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.
2. Currently, TFS does not collect dues but if this were to change, a new position will be created – Financial Head who shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE VIII: Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE IX: Statement of Compliance with Campus

This organization shall comply with all university and campus policies and regulations and local, state, and union government laws.

ARTICLE X: Constitution Revision

1. Each version needs to be uploaded to shared folder.
2. Constitution revision can take place as and when needed, based on the requirements of the organization. It is not mandatory to revise the constitution every year. However, any revision must be signed by all board members (this can be a physically signed copy or a screenshot of online consents). For major revisions, the number before the decimal point should change (e.g., v 1.0 to v 2.0).
3. In case of a constitution revision mid-year – Change the number after the decimal point for example v 1.1 would become 1.2 so on and so forth.
4. Each revision needs to be approved by all Board Members.

List of Amendments

1. **Removal of Role: Research Analyst**
The position of *Research Analyst* has been removed.
 2. **Change in Title of Head Role**
The title of the head role has been updated from Executive Editor to Chief Editor and Media Head to better reflect the responsibilities and leadership scope of the position.
 3. **Introduction of Role: Video Editor**
A new position titled *Video Editor* has been added to the list of Board Members to handle video-related content and responsibilities within the organization.
 4. **Update to Correspondents Section**
In the Correspondents section, a new point was added assigning responsibility for podcasts and field reports. The original second point "Current budget allows for 5 events which can be workshops, lecture series, etc." was removed.
 5. **Addition of Correspondent to Board**
The correspondent role is now formally included as a board member.
 6. **Removal of a Point from Membership Requirements**
Removed the point "A member cannot hold two positions simultaneously" from Article III: Section A: Membership Qualifications (Before it was named as Membership Requirements).
 7. **Board Meeting Representation Note**
A note was added under Board Members stating that one member from the Video Editing team and one from the WebOps team will be selected by the Chief Editor at the time of board meetings.
 8. **Relaxation of Annual Constitution Revision Requirement**
The requirement for mandatory yearly revisions of the constitution has been relaxed. Revisions can now occur as and when needed, based on the evolving needs of the organization, rather than on an annual basis.
 9. **Renaming of Design Team**
The Design Team has been renamed to Social Media & Design Team to better reflect its responsibilities in both visual design and social media management.
 10. **Revision of WebOps Coordinators' Responsibilities**
The original point "Is responsible for maintenance of website" under WebOps Coordinators has been replaced with: "Headed by a WebOps Head, the team is responsible for maintaining and upgrading the website's layout and design, managing data, deployment, and backend."
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