

COLLEGE OF ENGINEERING ATTINGAL

FOSS CEAL

BYLAW

1 Objectives of the club

To promote the use of FOSS technologies and applications among students and faculties and to encourage them in contributing towards the community development in FOSS, ICFOSS has initiated setting up of FOSS Clubs (FOSS Cells at institutions) in educational institutions, in the year 2015. The Club's activities are bound in participation with the members of the institutions and ICFOSS. These deeds of the Club aims in promoting FOSS activities through a group of interested students and teachers of the institution, on a voluntary basis.

2 Members of the Club

2.1 Faculty Coordinator (FOSS Advisor)

The Faculty Coordinator will be acting as an Advisor and will also be coordinating the overall activities of the FOSS Club. He/she shall be nominated by the Head of Institution (Principal/ College Council/ Head of The University Department)

2.2 Executive and Official Committee of the Club

Chief FOSS Ambassador (CFA), Deputy Chief FOSS Ambassador (DCFA), Finance Officer, and other core members

2.3 Student Committee Members

All the students of our college who are interested in the activities of the club can become its members. The members of the club, after leaving the college, will be alumnus and they will be apprised of the Club Activities regularly

3 Term of the Executive Committee

The tenure of the Official and Executive committee members will normally be for one year from the beginning of the academic year notified by the University. The members of the outgoing Official and Executive committee are eligible for re-nomination.

4 Duties of the Official and Executive Committee Members

- The Official committee will be required to plan the activities of the club under intimation to all the members and will also be responsible for coordination with Course Authorities and Administration at the college for the facilitation of the smooth functioning of the Club

- The Executive committee will ensure that meetings of the Club are held at least once in every month on the date and time as decided by the executive committee members through consensus. The minutes of such meetings should be recorded (including attendance) and shall form part of the report of the Executive committee
- The Finance Officer would be responsible to maintain accounts for incurring various expenditures of the Club and in making payments thereof or honorariums to the guests.
- All the funds of the FOSS club are to be deposited and held in its account. The spending must be done with the concurrence of the Staff Advisor.

5 Duties of the Members

Each officer has specific responsibilities as outlined in **Article II**. The club members shall meet at least once in a month to discuss and share the work done by the club and prepare a future action plan. All members of the club are expected to attend these meetings. The members are required to actively co-operate and enthusiastically participate in all the activities and endeavors of the club with individual onus and responsibility.

6 Activity points

- The Executive members of FOSS CEAL will get 10 activity points.
- Chief FOSS Ambassador and Deputy Chief FOSS Ambassador will get 15 activity points.
- Activity points for participation in workshops, programmes and activities conducted by FOSS CEAL will be decided by the college.