

TFS revamp

Structure

1. Executive Editor(Not open until we get ourselves up and running)
 - a. Lead the team.
 - b. Holds
2. Editors
3. Correspondents
4. WebOps Coordinators
5. Design and Social Media
6. Research Analyst

What do we do?

- For the first few months, we run an Instagram and Facebook only media house to gain reputation and reach.
- We will do the following for a starting:
 - Through the goggles of a graduate
 - Humans of Institute
 - Special series: COVID-19 efforts, etc.
 - Interviews like the latest one by T5E on Instagram
 - Hopefully do reporting after a few months
- Articles will be short and captivating. Be consistent than come up with lot of stuff.

ECE GSO CONSTITUTION

V 1.1

Date of Adoption: 1/31/2020

Date of Revision: 2/5/2020

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 ECE graduate students through social and professional events designed to enhance camaraderie, enrich academic profiles and foster greater collaboration among ECE graduate as they pursue their graduate studies. The association will be affiliated with the Indian Institute of Technology Palakkad.

ARTICLE II: Membership

Section 1. Membership requirements

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 cannot hold two positions simultaneously.

ARTICLE III: Members

Section 1. Define members and describe their position(s) and duties.

Executive Editor:

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 if it goes over budget.
 - c. Approves expenditures for events and associated costs.
 - d. Creates financial reports at the end of every year's.

Editors

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

Correspondents

1. 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
1. Current budget allows for 5 events which can be workshops, lecture series etc

WebOps Coordinators

1. Is responsible for maintaining the webpage of TFS.

Design Team

1. The team is headed by a 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

Research Analyst

1. Assists the correspondents with data driven articles and articles pertaining with the past of IIT Palakkad
- 2.

Section 2. Define member qualifications

1. The members currently need to students with full time status (except summer semester)
2. There is no current requirement for GPA.
3. Needs to be on student status for a year at least.

Section 3. 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, why they think they would be a good candidate for the position and the organization and another position they could possibly fill
 - 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 and then subsequently to ECE GSO members.
 - 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 4: 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 the suitable replacement by themselves.

Section 5: 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) Wilfully disobeying IIT Palakkad's Rules and Regulations governing student organizations

- c) Breaching the Student Code of Conduct
- d) Mismanaging club funds

ARTICLE IV: Board and Board Meetings

Section 1. Board Members

- 1. Executive Editor(Head)
- 2. Editors
- 3. Design Head
- 4. Research Analyst
- 5. WebOps Coordinator

Section 2. Define meeting frequency, i.e. weekly, bi-weekly, etc.

- 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 Executive Editor is responsible for scheduling these meetings
- 3. The Executive 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 - Hence both the Editor social and Editor professional Development will give an update (limited to 5 minutes each)
 - 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 3. Define provisions necessary for calling special/emergency meetings.

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

Section 4. Define attendance policy for meetings and establish an accountability system.

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 5. Define 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 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 will take place at the start of every year and needs to be signed by all members (This can be a physical signed copy or a screenshot of online consents by each board member). Each year- The number before the decimal point should change. For example, for the next academic year- the version will be named 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