**IIUC Computer Club Rules and Responsibilities for the Executive Committee**

### **Introduction**

The Executive Committee of the IIUC Computer Club plays a pivotal role in ensuring the club operates efficiently and achieves its objectives. This document outlines the rules, responsibilities, and dress code for the Executive Committee members.

### **General Rules**

1. **Attendance**: Members must attend all scheduled meetings and events unless prior notice is given with a valid reason.
2. **Professional Conduct**: Maintain professionalism and uphold the reputation of the IIUC Computer Club at all times.
3. **Teamwork**: Foster a collaborative environment and support fellow members.
4. **Decision-Making**: All major decisions must be made collectively during meetings.
5. **Confidentiality**: Club matters, especially financial and strategic plans, must remain confidential.

### **Roles and Responsibilities**

#### **President**

* Act as the primary representative of the club.
* Lead and coordinate all club activities and meetings.
* Ensure all members adhere to club rules and guidelines.
* Oversee the proper execution of club plans and projects.

#### **Vice President**

* Assist the President in their duties.
* Take on the President's responsibilities in their absence.
* Supervise specific projects as delegated by the President.

#### **General Secretary**

* Manage all club documentation and correspondence.
* Maintain meeting minutes and share them with members.
* Coordinate communication between members and external stakeholders.

#### **Treasurer**

* Manage the club's finances, including budgeting and expense tracking.
* Present financial reports during meetings.
* Ensure proper usage and documentation of club funds.

#### **Event Coordinator**

* Plan and organize events and workshops.
* Ensure the smooth execution of all club activities.
* Liaise with external speakers and guests.

#### **Public Relations Officer**

* Manage the club’s social media presence and public image.
* Promote events and activities to ensure maximum participation.
* Build and maintain relationships with external organizations.

#### **Technical Lead**

* Oversee the technical aspects of club activities.
* Organize coding sessions, hackathons, and tech-related workshops.
* Ensure all technical equipment is functional and up to date.

### **Dress Code**

1. **Formal Meetings and Events**:
   * Males: Formal shirt and trousers, preferably in club colors (white shirt, navy/black trousers).
   * Females: Modest formal attire, such as a salwar kameez or blouse and skirt in club colors.
2. **Workshops and Casual Events**:
   * Males: Polo shirts or club-branded t-shirts with jeans/trousers.
   * Females: Modest casual attire, such as a long tunic with jeans or a casual salwar kameez.
3. **ID Cards**: All members must wear their club ID cards during official events.

### **Code of Conduct**

* All members must treat each other with respect and refrain from discriminatory behavior.
* Punctuality is mandatory for all events and meetings.
* Any conflict must be resolved amicably and with the involvement of the President if necessary.

### **Acknowledgment**

By accepting a position on the Executive Committee, each member agrees to abide by these rules and fulfill their responsibilities to the best of their abilities.

**Approved by:Dr. Mohammad Aman Ullah**

President, IIUC Computer Club