

# IE-E&C

## The Manipal Chapter



# CONSTITUTION

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# Preamble

We, the members of IE-E&C, recognize the importance of fostering a community of like-minded individuals who share common interests and goals. Our club serves as a platform for students to come together and engage in meaningful discussions, collaborate on projects, and explore new opportunities.

We are committed to promoting personal growth and community involvement through a variety of events and initiatives. We believe that by sharing our knowledge, skills, and experiences, we can help each other achieve our full potential and make a positive impact on the world.

As a student club, we uphold the values of inclusivity, respect, and diversity, and strive to create a welcoming environment for all members. We encourage open communication and active participation, and welcome students from all backgrounds and levels of experience to join us in our pursuits.

## Aims and Objectives

- To create a community of students interested in electronics and related fields, and provide opportunities for members to connect and collaborate.
- To foster an interest in recent technology and encourage members to explore new concepts in the field.
- To develop members' skills and knowledge in electronics, through workshops, tutorials, and other educational activities.
- To provide a platform for members to showcase their projects and share their ideas with others.
- To engage with the wider community and promote awareness of the importance and applications of electronics in various industries.
- To organize regular workshops and tutorials on various topics related to electronics, such as circuit design, programming, and robotics.
- To provide access to equipment and tools for members to work on their projects, and offer guidance and support from experienced members.
- To host events such as hackathons, competitions, and guest lectures from industry professionals.
- To collaborate with other student clubs or organizations to organize joint events or projects related to electronics.

# Organizational Structure

Any student of MIT is free to be a part of the club, taking a different position each year. The hierarchy goes as follows:

## **Board Members**

Any third-year student of MIT, Manipal who has been deemed fit by the outgoing board is entitled to hold the positions as mentioned below along with a brief description:

### 1) Executive Board Members

- President

The President is responsible for leading and overseeing the activities and operations of the club. This includes working closely with other board members and to plan and coordinate events, activities, and projects related to electronics and related fields. As the leader of the club, the President is responsible for setting the direction and vision for the organization, and ensuring that all activities align with the club's mission and objectives. They are also responsible for fostering a sense of community and belonging among members, and promoting a culture of learning and innovation.

- Vice-President

The Vice President is responsible for assisting the President in leading and overseeing the activities and operations of the organization. They work closely with other club officers and members to plan and coordinate events, activities, and projects related to the club's mission and objectives. In the absence of the President, the Vice President assumes their responsibilities and acts as the primary leader of the club. They are also responsible for fostering a sense of community and belonging among members, and promoting a culture of learning and innovation.

- General Secretary

The General Secretary is responsible for managing the administrative tasks of the organization and ensuring that the club runs smoothly. They work closely with other club officers and members to plan and coordinate events, activities, and projects related to the club's mission and objectives. Their role mainly lies in

keeping accurate records of club meetings and activities, and maintaining a record of membership, in coordinating between the different hierarchies of members, and ensuring that all members are aware and informed of upcoming events and activities.

- Treasurer

The Treasurer is responsible for managing the club's finances and ensuring that financial resources are used effectively and efficiently. Some specific responsibilities of the Treasurer may include: maintaining accurate financial records and managing the club's budget, collecting and managing dues and other sources of funding for the club, reviewing and approving requests for reimbursements and expenses related to club activities and providing regular financial reports to the club officers and members, and answering any questions or concerns related to the club's finances.

Any person who has been elected as an Executive Board member can hold an equivalent position in ONE club only.

## 2) Non-Executive Board Members

- Technical Heads (2)

The Technical Heads of the Student Club are responsible for leading and coordinating technical projects and initiatives related to the club's mission and objectives. They work closely with other club officers and members to plan and execute projects, as well as provide technical expertise and support to the club's activities. The key focus areas of technical heads lie in identifying and developing technical projects and initiatives that align with the club's mission and objectives, collaborating with other members of the board and management committee members to plan and execute technical projects, events and workshops; providing technical expertise and support to the club's activities, such as troubleshooting technical issues or providing training to members on technical topics; staying up-to-date with the latest trends and technologies in the relevant field, and sharing this knowledge with other members; ensuring that technical projects are executed safely and responsibly, and that members are informed about any potential risks or hazards.

- Operations Heads (2)

The Operation Heads are responsible for managing the day-to-day operations and logistics of the club, ensuring that events and activities run smoothly and efficiently. Some specific responsibilities of the Operational Heads may include: Coordinating logistics for events and activities, such as securing venues, arranging transportation, and ordering supplies and equipment, managing communications with vendors, partners, and other external stakeholders, ensuring that club resources are managed responsibly, and that all expenses and reimbursements are recorded accurately.

- **Management and Public Relations Head**

The Management and Public Relations Head is responsible for managing the club's public image and communications, as well as ensuring that the club operates effectively and efficiently. The Public Relations and Management Head mainly focuses on developing and executing a communications strategy for the club, including creating promotional materials, and drafting memorandum of understanding when doing a collaboration. They also look into building relationships with external stakeholders, such as sponsors, partners, and other organizations. They need to ensure that the club operates in compliance with relevant policies and regulations and neither are compromised in a collaboration.

- **Human Relations and Social Media Head**

The Human Relations and Social Media Head is responsible for managing the club's social media presence, as well as fostering a positive and inclusive club culture. They look into developing and executing a social media strategy for the club, including managing the club's social media accounts, creating content, and engaging with followers. They help in fostering a positive and inclusive club culture, through activities such as team-building exercises, social events, and member recognition programs. They ensure communication and collaboration among club members, and resolving conflicts as needed. This role has the power to remove any member from the club based on their unjustifiable actions, including the executive board member

- **Database Head**

The Database Head of the Student Club is responsible for managing the club's data and information systems, and ensuring that all club information is organized, accurate, and easily accessible. Some specific responsibilities of the Database Head may include: Designing and maintaining the club's database and information systems, including data collection, storage, and analysis tools; ensuring the accuracy and completeness of club data, and conducting regular

data quality checks to identify and resolve any errors or inconsistencies; analyzing club data to identify trends and insights, and using that information to inform club activities and decisions.

Some positions can be clubbed and more positions can be included after seeking permission from the Faculty Advisor and Office of Student Welfare.

### 3) Advisory Board Member

Any third-year student of MIT, Manipal who isn't a part of the executive or non-executive board, but would still like to continue being an integral part of important decision-making discussions with regards to the club, can voluntarily choose to be a part of the Advisory Board. He/She will not be required to go through an interview and to take into consideration the opinion of the advisory board members is completely up to the discretion of the executive and non-executive board members.

### **Management Committee Members**

Any second-year student of MIT, Manipal who wishes to continue in the club after being a working committee member, or one who would like to join the club in their second year, is welcome to do so by taking part in the recruitment drive and interview process held by the board members. The role of management committee members is to manage the working committee, organize the events held by the club in a smooth way and at the same time to ensure that the policies of the club are never compromised and that the club stands true to its objectives.

### **Working Committee Members**

Any first-year student of MIT, Manipal who wishes to join the club in their first year, is welcome to do so by taking part in the recruitment drive and interview process held by the management committee members. The role of working committee members is to acquire the required technical and management skills through the tasks assigned to them and to volunteer in the events held by the club and at the same time to ensure that the policies of the club are never compromised and that the club stands true to its objectives.

## 4. Club Membership

IE-E&C comes under The Institution of Indian Engineers (India) (IEI), which is the largest multi-disciplinary professional body of engineers, established in 1920. Our club provides IEI Membership for two hundred and fifty rupees, the benefits of which are stated below:

- The membership lasts for a lifetime.
- The institute is recognized country wide as a prestigious organization.
- Resources are provided on request.
- The organization has an E-Library which gives open access to research papers and literature.
- They also publish a regular newsletter, which keeps us in check with the current technological trends

Anyone who wishes to avail this membership is allowed to do so, even if they are not a part of IE-E&C. A receipt is given to the interested person after the payment of the fees and they are added to a WhatsApp group where all the resources are commonly shared to those who availed the IEI membership.

If a student is part of multiple IE-clubs, they are asked to pay only once and the clubs internally confirm a single registration of the interested student.

It is not mandatory for working committee and management committee members to avail IEI membership, but they are advised to do so, whereas it is mandatory for the board to avail the membership

## 5. Recruitment

The process of recruitment happens in two phases, namely collecting applications and conducting interviews. Twice a year, the club is open for recruitment of the new set of management and working committee members. When it is time to recruit, the recruitment drive is extensively publicised over three to four days and interested students are required to fill a form, answering basic questions from their details to experience with the domain of their interest. These responses are recorded in an excel sheet and all those who applied are given interview slots at least a day in advance with scope of rescheduling on the basis of genuine reasons. Each interview is graded without a bias based on sex, religion, caste or creed and the final decisions as to who is recruited or not is taken collectively by the entire interviewer member committee based on the unbiased grading and feedback recorded earlier. Thus, within a week of the interviews, the results of the new committee are announced and new members are

welcomed through an induction meeting called the general body meeting, where they are explained about the functioning of the club, the events lined up for the semester and other required knowledge transfer is done.

The do's and don'ts of the club are as follows:

Do's:

- Define clear goals and objectives for the club.
- Active participation from all members.
- Foster an inclusive and welcoming environment for all members.
- Plan and organize engaging and informative events and activities.
- Establish effective communication channels within the club.
- Encourage open and constructive feedback from all members.
- Follow university policies and regulations.
- Promote teamwork and collaboration among members.

- Don'ts:
- Discriminate or exclude members based on their background or beliefs.
- Disrespect university policies and regulations.
- Engage in any illegal or unethical activities.
- Allow any form of harassment or bullying among members.
- Ignore the opinions and ideas of certain members.
- Use club resources or funds for personal gain.
- Be disorganized or unprofessional in club activities.
- Neglect to communicate important information to all members.

Any action deemed to be offensive or unjust by the board, but not mentioned in the don'ts of this constitution is evaluated and the course of action is decided based on the situation.

## 6. Termination of Membership

The termination of membership by IE-E&C will only be used when absolutely necessary and it will be followed after a minimum of three official warnings by the HR Head.

The following activities by members of the club will not be tolerated under any condition and those found to indulge in such activities will be warned for a maximum of three times and removed immediately if the behavior remains persistent:



- Violation of club rules and regulations: If a member consistently violates club rules and regulations, it may result in the termination of their membership. This can include activities such as disruptive behavior, theft or damage to club property, or engaging in activities that are not aligned with the club's values.
- Lack of participation or attendance: If a member consistently fails to participate in club activities or attend meetings without any valid reasons, they may be terminated from the club. This can also be outlined in the club's bylaws or constitution.
- Inappropriate conduct or behavior: If a member engages in behavior that is considered inappropriate or offensive, it may result in the termination of their membership. This can include activities such as harassment or discrimination, or engaging in illegal activities.

## 7. Gender Balance

We understand that ensuring gender balance in a student club is important to promote inclusivity and diversity in the organization. Here are some ways in which we consciously try to achieve gender balance and equity in our club:

- Promote the club to both genders: When promoting the club, we ensure that we target both genders to encourage equal participation. We use gender-neutral language in our marketing and outreach efforts to make the club feel inclusive and welcoming to all.
- Create an inclusive environment: Create an environment that is inclusive and welcoming to all genders. Avoid gender stereotypes and ensure that all members feel comfortable and respected. Encourage open communication and respect for differences.
- Establish gender balance policies: Establish policies that promote gender balance in the club. For example, we try to keep an equal number of males and females in the executive and non-executive board so that no one gender feels dominated by the other.
- Monitor and evaluate gender balance: Regularly monitor and evaluate the gender balance in the club to identify any potential issues or areas for improvement. Collect data on the gender of club members and use it to identify trends and patterns that may impact gender balance.
- Ensure discriminators are punished: All the members are closely monitored and if found to discriminate based on gender, or for that matter, any basis, will be strictly punished and blacklisted from the club, after a maximum of three warnings.

## Voting Structure

At the time of decision-making each member of the Board (to include Advisory or not is left to the discretion of the executive and non-executive board, is given a single vote to exercise and this vote will help take a decision in favor of the majority. No one has an upper hand in the board and all board members are treated equally irrespective of whether they are from executive or non-executive board. Thus we follow a democratic voting system to take major decisions related to the club.

## Dissolution

If the board members of the current tenure of IE-E&C feel that dissolution of the club is the best way forward, for whatever reason it may be, we will ensure to give away all our hardware resources to the department of Electronics and Communication Engineering in MIT, Manipal. If the club members have money which was handed over to them before being spent (imbursed), it will be accounted for and returned to the Office of Student Welfare or the finance department of MAHE and the board will ensure all due formalities are completed before dissolution.