

UPES CSI STUDENT CHAPTER CONSTITUTION

UPES CSI STUDENT CHAPTER UNIVERSITY OF PETROLEUM AND ENERGY STUDIES DEHRADUN- 248007

Foreword

The Computer Society of India is one of the oldest working Student Chapters in the University of Petroleum and Energy Studies. It was started in 2010 in our campus but the roots of the Chapter are 55 years old around the globe. The UPES CSI Student Chapter's main aim is to provide education and create awareness amongst students on different practical applications of Computer Science

As their faculty Advisor/s, I hope the team continues the splendor and glory of the Chapter and takes it to great heights by striving for integrity, dedication, innovation, teamwork, sincerity and hard work. As a member of UPES CSI Student Chapter it is our moral duty to maintain the decorum of the Chapter by following these simple rules and regulations.

Regards,

Dr. Vinay Awasthi

Founder Branch Coordinator

The UPES CSI Student Chapter has established itself as one of the most up and coming Chapters doing impeccable work in the field of computer science and organizing various events pertaining to our domain. Being a part of this Chapter is a first chance of working in a professional setting and it is thereby imperative that a set of rules be laid down that facilitate the smooth working of the Chapter and that all the working members abide by. The rules will not only bring semblance to the whole process, but also increase efficiency. There is a procedure, a mechanism that is associated with every task so that they are done the way they are meant to be. I therefore want to assert the importance of these rules and urge all of you to follow them for your growth and the Chapter's.

With Best Wishes,

Ms. Shubhi Sharma

Student Branch Coordinator

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PREAMBLE

Computing professionals' actions change the world. To act responsibly, they should reflect upon the wider impacts of their work, consistently supporting the public good. The UPES-CSI Code of Ethics and Professional Conduct ("the Code") expresses the conscience of the profession.

The Code is designed to inspire and guide the ethical conduct of all computing professionals, including current and aspiring practitioners, instructors, students, influencers, and anyone who uses computing technology in an impactful way. Additionally, the Code serves as a basis for remediation when violations occur. The Code includes principles formulated as statements of responsibility, based on the understanding that the public good is always the primary consideration. Each principle is supplemented by guidelines, which provide explanations to assist computing professionals in understanding and applying the principle.

This document is a property of the UPES CSI STUDENT CHAPTER. It is an authorized document and must be respected and adhered to by all the members of the Chapter.

BYLAW 1. PRINCIPAL OFFICE

Section 1. University of Petroleum and Energy Studies Office.

- A. The principal office is situated at the School of Computer Science, UPES P.O. Bidholi, Premnagar, Dehradun, Uttarakhand 248007.

BYLAW 2. MEMBERSHIP, DUES AND PRIVILEGES

Section 1. Affiliate Members.

- A. Any student enrolled in classes at the **University of Petroleum and Energy Studies** may become a member of this chapter. Equal membership privileges will be given to all members of this organization. This chapter shall not discriminate against any member or potential member based on race, color, gender, marital status, religion, national origin, or age.
- B. Students wishing to join this organization must be a dues-paying student member of UPES-CSI for the current academic year. Membership fee once paid shall not be refunded or transferred at any cost.
- C. Students who are not UPES-CSI core members may be prime chapter members but will neither – hold office nor have voting power.

Section 2. When Payable.

- A. The term of membership is on an annual basis commencing with the first of the month in which the first annual dues payment is made.
- B. Cost of renewal shall be determined by the dues rate in effect at the beginning of the member's membership year.
- C. ** If the dues of any Member, student member or affiliate member remain unpaid after 15 days from the date when payable, the membership of such person or institution will lapse. Such person or institution may, however, be reinstated within one year upon the payment of arrears of dues.

Section 3. Core Members.

- A. Voting membership in the Student Chapter shall be granted to all active core members on all decisions excluding the work which are related to office executives.
- B. The Chapter's confidential and proprietary information, intellectual property (including, but not limited to, its trade secrets, copyrights, trade names, service marks, and trademarks) should be protected with the same level of protection by the members as for their own confidential and

proprietary information and intellectual property, and notify the chapter if they become aware of any unauthorized use of any of the foregoing.

- C. Members will be awarded for their achievements and penalized for the wrongdoings (according to the severity of the deed).
- D. Members are allowed to participate in proceedings/ events/ activities that do not involve them making decisions directly.
- E. Unofficial groups shall not be created without informing the office executives. Members found indulging in such activities shall be terminated immediately.
- F. Absence in more than 2 consecutive meetings without prior information will lead to penalization at the discretion of the office bearers, based on the severity of their actions.
- G. Unprofessional behavior (including, but not limited to, defaming UPES-CSI, defaming UPES, spamming groups, discriminating fellow committee members, sharing explicit and unwanted information that do not follow the guidelines of the group, and disrespecting people) will call for serious actions to be taken.
- H. A committee may not perform any function of the Heads or Executive Board but subject to the direction of the Executive Board, may give advice and make recommendations to the Executive Board without limitations.
- I. All content, ideas and produced within the organization is the sole property of UPES-CSI.
- J. A committee member can work for at most two committees for a given session, the member may volunteer themselves to help other committees but must ensure that the duties of the primary committee(s) are fulfilled first.
- K. Any Core Member (incl. Office bearers 3rd Year Head & Executives), needs to ensure the punctual delivery of their work, professionalism and active communication, failing which they shall be removed from their office after limited warnings.
- L. Members can be asked to prove their membership at any point in time before or during an event.
- M. All activities and decisions must be taken by following the SOP.
- N. Finance is a sensitive issue, so the Chapter's money and Budgets can't be disclose with every 3rd year. JS, WCH and AT will be the only ones involving in the major decisions of Budget making. Although at any point, if any 3rd year wants to know about the expenditure of Chapter's money, he/she can personally contact the 4th year (i.e. President/Treasurer).
- O. The By-laws may be changed at the discretion of the Office Executives without prior notice.
- P. Any office bearer is not allowed to be a head of any other Tech/Computer Department's Chapter or any event which has the same purpose as of a Tech Chapter.

- Q. The ratio for the price for events of the society shall be at least in the ratio of 2:3 for CSI and Non-CSI Members respectively.
- R. Travelling allowances and reimbursements of expenses incurred by the individual, when going on promotions or for successful sponsorship is subjected to the worth of the service and knowledge of the Executive body.
- S. All the workshops organized by CSI Chapter only (without any collaboration), will be free only for CSI Core Members and Prime Members.
- T. Social Media handle is for Chapter's use only. Legal action will be taken against those who misuse it.
- U. Formal and professional mode of communication will be E-Mail. WhatsApp Groups can only be used as a means of floating the information, healthy discussions and regular interactions.
- V. If at any point, any head resigns, the responsibilities would be handed over to his/her immediate head.

BYLAW 3. Role of Faculty Advisor/s:

- A. The primary objective of the Faculty Advisor/s is consulting with student officers in facilitating the Chapter's growth and development. The Advisor/s should be available for advice and to help with group motivation at all times.
- B. Adding to the continuity of the Chapter by ensuring that successive officers of the Chapter understand their responsibilities, as well as explaining to the officers the policies and regulations of the University and CSI;
- C. Promoting the professional and academic welfare of CSI student members;
- D. Ensuring the Student Chapter meets the requirements to maintain its status as a University sanctioned organization.
- E. Oversee all the functions of the Student Chapter.

BYLAW 4. OFFICE BEARERS

Section 1. President:

- A. Oversee the running of the Society as the Head of the Committee – this will include delegating duties, overseeing others in their roles and supporting both your committee and the membership in their roles too.
- B. Set the direction, aims and objectives of the Society after consultation with the Committee.
- C. Support the Treasurer in terms of budgeting for the year.
- D. Act as a Financial signatory, signing off expenditure for the society with the Treasurer/Associate Treasurer.
- E. Act as the Society representative to all external and internal agencies – this includes setting the standard of behavior you expect from both your committee and your members as it is you people will be looking to act as both an example of and an explanation for behavior.

Section 2. Vice President:

- A. Support the President to run the society and is responsible for the running of the society in the absence of the President, and is accountable for decisions which are made.
- B. Acts on behalf of the President on all Chapter business during his/her non availability.
- C. Coordinates with the Student Chapter committees.
- D. Calls periodic committees' meetings to review their progress and performance.
- E. Accompanies the President in representing the Student Chapter.

Section 3. General Secretary:

- A. Shall act as the Information source to members of the society and College Authorities.
- B. Shall be the spokesperson for society (all the necessary announcements to be made).
- C. Acts on behalf of the President/ Vice-President on all Chapter business during their non-availability.
- D. Shall look after the administration regarding the society by-laws.
- E. To prepare, in conjunction with the president, the agenda for society meetings.

- F. Shall produce records of the Society before different authorities concerned with the working of the Society with the consent of the President.
- G. Shall bring to the committee's notice any breach of the rules/laws or default cases and be present at disciplinary hearings.

Section 4. Secretary:

- A. Shall be held responsible for the running of the society and the roles of General Secretary in the absence of all of the above-mentioned office bearers.
- B. If in any case, the office of the President falls vacant, and the above signatories are not present, the secretary shall exercise his/her duties as the signing authority of the society.
- C. Shall be held accountable for decisions which are made.
- D. He/ she shall engage in ground work with juniors and plan strategies accordingly.
- E. He/ she is directly associated with intra - society engagements.

Section 5. Treasurer:

- A. Shall be responsible for society's finances, accounts, budgeting and auditing.
- B. Shall maintain transparency regarding the finances with the Executive body.
- C. Shall assist President for smooth functioning of society in regards with finances.
- D. Shall guide and mentor Associate Treasurer.

Section 6. Public Relations Head:

- A. Correspondence to outside bodies via formal letters, emails or social media posts.
- B. Managing reputations and society's identities.
- C. Plan strategic communication process for the sponsorship & promotion
- D. Counseling the 3rd Year PR Heads about how to communicate with a business's various stakeholders for sponsorship.
- E. Organizing tours, visits, open houses, exhibitions and other promotional events.

Section 7. Advisors:

- A. Looking after every affair in the society and try to solve it.
- B. Bring new ideas and implement them.
- C. This body possess the right to raise their voice against the wrong happenings in the society.
- D. Can even challenge the presidency of the post holder.
- E. It is the responsibility of the board to make sure that any task delegated to any responsible officer, employee or committee is being properly performed.

Section 8. Joint Secretary:

- A. The Joint Secretary shall work along with the 3rd year heads, with the core members and act as an intermediate between 3rd Year Heads and 4th Year Chairs.
- B. Responsible for permissions requirement inside the campus.
- C. The Joint Secretary holds the right to get involved in every committee discussion.

Section 9. Working Committee Head:

- A. The Working Committee Head shall be held responsible for the work of logistics requirements of the chapter throughout the year.
- B. Similar to Joint Secretary, the Working Committee Head too shall work along with the 3rd Year Heads, and with the core committee members.
- C. Responsible for permissions requirement inside the campus.
- D. The Working Committee Head holds the right to get involved in every committee discussion.

Section 10. Internal Operations Head:

- A. The Internal Operations Head shall manage all social media handles of the Chapter and should be responsible for the CSR activity, which must happen at least once every year.
- B. Similar to the Joint Secretary & the Working Committee Head, the Internal Operations Head too shall work along with the 3rd year heads, and with the core committee members.
- C. Responsible for permissions requirement inside the campus.

- D. The Internal Operations Head holds the right to get involved in every committee discussion, apart from finance and PR.

Section 11. Associate Treasurer:

- A. The Associate Treasurer shall manage the expenditure of the Chapter, budget making, reimbursements, money related to sponsorships, managing the MOUs of all the sponsors, cash transfers to winners from the college and daily cash flow.
- B. The Associate Treasurer should be in loop with the Joint Secretary & the Working Committee Head for all the logistics requirements and other expenses as quoted by Events Head(s) and M&R Head(s).

Section 12. Editorial Head(s):

- A. Editorial Heads shall be liable for provision of content for all the required Event Posters, National/International Days, Mails (Invitations, Event Promotion, etc).
- B. All the decisions/suggestions, (if any) regarding any content Write-Up shall be first approved by Editorial Heads, then by other 3rd Year Head(s).

Section 13. Design Head(s):

- A. The work of the Design Heads is to provide Posters/GIFs for the Events, National/International Days and anything else related to the Chapter
- B. All the decisions/suggestions regarding any Poster/GIF will be first approved by Design Heads, then any other 3rd Year Head(s).

Section 14. Technical Head(s):

- A. The Technical Head shall create, maintain and innovate the Chapter's website/portal/application for Registration Drive, and any other Major Event.
- B. All the decisions/suggestions, (if any) regarding certain changes on website/portal/app shall be first approved by Technical Heads, then any other 3rd Year Head(s).

Section 15. Registration Head(s):

- A. The work of the Registration Head(s) is to manage a database for all the CSI Members, set-up the Registration Desk and manage the cash flow on the desk during the Registration Drive, Events and Workshops.
- B. All the decisions/suggestions, (if any) regarding the Registration work shall be first approved by Registration Head(s), then any other 3rd year Head(s).

Section 16. Management and Records Head(s):

- A. The work of the M&R Head(s) is decorating the desk, make reports of the Events, CSR, etc.
- B. All the decisions/suggestions, (if any) regarding the M&R work shall be first approved by M&R Head(s), then any other 3rd Year Head(s).

Section 17. Event Head(s):

- A. The Event Head(s) shall plan different events for student & faculties from scratch, plan desk events during promotional time.
- B. All the decisions/suggestions, (if any) regarding the planning of Event shall be first approved by Event Heads, then any other 3rd Year Head(s)

Section 18. Photography Head(s):

- A. The Photography Head(s) shall click photos during Events, promotional drives, CSRs and maintain a collection of photos of all the Events conducted by the Chapter throughout the year.
- B. All the decisions/suggestions, (if any) regarding the Photography will be first approved by Photography Head(s), then any other 3rd Year Head(s).

Section 19. Associate PR Head(s):

- A. The Associate PR Head will be responsible for managing both external and internal promotions as well as collaboration. (Including Monetary and non-monetary)
- B. The Associate PR Head shall also be responsible for communicating all the required information and strategies with the PR team.

- C. The Associate PR Head shall be working as an intermediate between external and Internal PR matters
- D. All PR members will be reporting to the Associate PR Head directly, without fail.
- E. The Associate PR Head shall also be responsible to ensure the whole committee is clear about the ongoing event and is capable enough to promote it to a greater strength.

Section 20. External PR Head(s):

- A. The External PR head is responsible for all External Promotions and Sponsorship, also he/ she will be taking care of internal promotions with your colleagues.
- B. All Sponsorship and external works shall be channeled through you.
- C. Main Focus shall be on external PR works but may take over internal wherever required.
- D. All PR members will be reporting to him/her directly, without fail.

Section 21. Internal PR Head(s):

- A. The Internal PR shall solely be responsible for internal promotions i.e. inside the college, he/ she shall ensure all the promotions are done with proper information and also will be supervising external works with his/her colleagues.
- B. Main Focus shall be on internal PR works but may take over external wherever required
- C. All PR members will be reporting to him/her directly, without fail.

BYLAW 5. REMOVAL OF OFFICE BEARER:

In reference to Bylaw 2, Section 3, Statement G, if any office bearer is accused of the same the procedure for his/ her removal is as follows:

A. For 3rd Year Heads: (Authority stays with the Executive Body)

After limited warnings, the individual shall be provided with a chance to give an explanation for their actions.

The above-mentioned communication has to be done via formal mode i.e. written mail or on letter head of the society.

The laws that have been violated have to be mentioned while communicating with the individual.

After the response of the individual on the above mentioned, he/she shall be able to reparate within the given time period, failing to which his/her permanent termination should be considered by the society.

B. For Executive Body:

After limited warnings, the individual shall be provided with a chance to give an explanation for their actions.

The above-mentioned communication has to be done via formal mode i.e. written mail or on letter head of the society.

The laws that have been violated have to be mentioned while communicating with the individual.

The member of the Executive body may be removed by voting, where each vote shall be considered equal, while every member of the same body exercises their vote.

If majority (in the fraction of $\frac{2}{3}$) votes against him/her, the society shall consider the individual's termination.

C. If any 3rd Year Head/ 4th Year wants to resign, his/her resignation will be sent to the President only. In any case, if the President wants to resign, his/her resignation will be sent to the faculty coordinator and all other Executive Members.

D. If during any issue or fight on the HEADS group, any member leaves the group, he/she will be removed from the Chapter/at least a suspension of 2-4 weeks depending on the reason.

E. If any 3rd /4th year member found with the misuse of Chapter's money for personal reasons, he/she will be removed from the Chapter and the complete matter will be handed over to the faculty coordinators.

BYLAW 6. SUSPENSION OF BYLAWS

- A. Council, by the same majority which is required to amend a bylaw, may temporarily suspend one or more requirements of one or more bylaws.
- B. A motion for such suspension must include a list of all of the provisions to be suspended, the reason for the suspension and the period of time during which the suspension will be in force.

BYLAW 7. UPES-CSI CODE OF ETHICS AND PROFESSIONAL CONDUCT

Section 1 outlines fundamental ethical principles that form the basis for the remainder of the Code.

Section 2 addresses additional, more specific considerations of professional responsibility.

Section 3 guides individuals who have a leadership role, whether in the workplace or in a volunteer professional capacity.

Commitment to ethical conduct is required of every member, and principles involving compliance with the Code are given in **Section 4**.

The Code as a whole is concerned with how fundamental ethical principles apply to a computing professional's conduct. The Code is not an algorithm for solving ethical problems; rather it serves as a basis for ethical decision-making. When thinking through a particular issue, a computing professional may find that multiple principles should be taken into account, and that different principles will have different relevance to the issue. Questions related to these kinds of issues can best be answered by thoughtful consideration of the fundamental ethical principles, understanding that the public good is the paramount consideration. The entire computing profession benefits when the ethical decision-making process is accountable to and transparent to all stakeholders. Open discussions about ethical issues promote this accountability and transparency.

Section 1. General ethical principles. A computing professional should...

- A. Contribute to society and to human well-being, acknowledging that all people are stakeholders in computing.
- B. Avoid harm.
- C. Be honest and trustworthy.
- D. Be fair and take action not to discriminate.
- E. Respect the work required to produce new ideas, inventions, creative works, and computing artifacts.
- F. Respect privacy.
- G. Honor confidentiality.

2. PROFESSIONAL RESPONSIBILITIES. *A computing professional should...*

- A. Strive to achieve high quality in both the processes and products of professional work.
- B. Maintain high standards of professional competence, conduct, and ethical practice.
- C. Know and respect existing rules pertaining to professional work.
- D. Accept and provide appropriate professional review.
- E. Give comprehensive and thorough evaluations of computer systems and their impacts, including analysis of possible risks.
- F. Perform work only in areas of competence.
- G. Foster public awareness and understanding of computing, related technologies, and their consequences.
- H. Access computing and communication resources only when authorized or when compelled by the public good.
- I. Design and implement systems that are robustly and usably secure.

3. PROFESSIONAL LEADERSHIP PRINCIPLES. *A computing professional, especially one acting as a leader, should...*

- A. Ensure that the public good is the central concern during all professional computing work.
- B. Articulate, encourage acceptance of, and evaluate fulfillment of social responsibilities by members of the organization or group.
- C. Manage personnel and resources to enhance the quality of working life.
- D. Articulate, apply, and support policies and processes that reflect the principles of the Code.
- E. Create opportunities for members of the organization or group to grow as professionals.
- F. Use care when modifying or retiring systems.
- G. Recognize and take special care of systems that become integrated into the infrastructure of society.

4. COMPLIANCE WITH THE CODE. *A computing professional should...*

- A. Uphold, promote, and respect the principles of the Code.
- B. Treat violations of the Code as inconsistent with membership at UPES-CSI.

Pratik Geoffrey Saxena

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President

2021-2022