



CLUB RULEBOOK

2024-25

PREFACE

Byte Club was established in 2017, Byte is the technology club of Bal Bharati Public School, Pitampura. Byte is a team of technological enthusiasts, with skills ranging from programming to designing to robotics. Byte Club is dedicated to fostering an environment where students can explore the vast world of computers, from the basics of programming to the latest advancements in technology.

The purpose of this Rulebook is to enhance the club's efficiency as well as provide members, and those interested in joining, with a clear understanding of how the club functions.

This is the 1st edition of the Rulebook for the Byte Club written in the English language. In this edition, the text of the Rulebook has been brought up-to-date by incorporating therein all the amendments up to the Rubric.

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CLUB STRUCTURE

For the proper efficiency and effectiveness of the club, the club has the following positions:

- Alumni Advisory
- President
- Vice presidents
- Heads of Department (HoD)
- Members
- Jr. members
- Provisional members

The club's hierarchy has been restructured, and the previous setup has been replaced. Notable changes include the **removal** of the **Club Ambassador** and **Robotics President** roles.

- The responsibilities of the **Robotics President** have now been merged into the **Heads of Department (HoDs)** role.
- The **Club Ambassador** role has been eliminated, as it lacked clear responsibilities and authority within the club.

Additionally, **any members who held positions under the previous structure** are not automatically entitled to new leadership roles. All new positions of authority will be filled through a fresh round of selections.

CODE OF CONDUCT

1. Respect and Inclusion

- Treat all members respectfully, regardless of their skill level, background, or identity.
- Foster an inclusive environment where everyone feels welcome to share their ideas and ask questions.
- Discrimination, harassment, or exclusionary behaviour will not be tolerated.

2. Collaboration and Support

- Encourage collaboration: Share knowledge and help others grow.
- Provide constructive feedback when reviewing code or discussing projects.
- Respect each other's opinions and be open to differing perspectives.

3. Innovation and Creativity

- Promote creativity: Byte Club is a space to experiment with new ideas and technologies.
- Support innovation and value originality in all projects.
- Do not plagiarise or take credit for someone else's work.

4. Professionalism

- Maintain professionalism in all communications and activities.
- Be punctual and prepared for meetings, workshops, and club activities.
- Ensure that projects adhere to ethical standards, including data privacy and security.

5. Learning and Growth

- Strive for continuous learning: Stay curious and proactive in gaining new technical skills.
- Attend workshops, talks, and sessions actively and with an open mind.
- Share resources and learning opportunities with fellow members.

6. Integrity and Responsibility

- Be honest and transparent in all your contributions.
- Take responsibility for the quality of your work and own up to mistakes.
- Ensure that all projects and discussions align with legal, ethical, and school policies.

7. Use of Resources

- Respect the club's resources, including software, hardware, and shared spaces.
- Follow guidelines for proper usage and handling of any equipment provided by the club.
- Clean up after yourself and leave the workspace better than you found it.

8. Commitment to Privacy

- Respect the privacy of others, both within the club and in your technical work.
- Never misuse personal data or violate privacy policies in any club-related projects.

9. Conflict Resolution

- Handle conflicts maturely and professionally.
- If issues arise, address them calmly and with respect, or seek the guidance of club officers or faculty advisors if needed.

TEACHERS AS MENTORS

Byte Club aims not only to establish a student's technical prowess but also to foster their holistic development. The club's activities provide students with opportunities to enhance their leadership, communication, and other soft skills, preparing them for both technical challenges and personal growth. Since its inception, the club has been primarily student-run, empowering members to take charge of projects, develop innovative ideas, and manage operations independently.

However, while Byte Club is rooted in student leadership and autonomy, it also deeply values the role of teachers. Teachers serve as mentors and guides, offering invaluable insights and oversight to ensure the club remains aligned with its educational objectives. Their experience and wisdom help steer the club towards excellence, providing a crucial balance between student-driven innovation and structured guidance. This partnership between students and teachers ensures that the club maintains a dynamic, forward-thinking environment while upholding the highest standards of professionalism and integrity.

Byte Club thrives because of this balanced ecosystem where student independence is nurtured alongside valuable teacher support.

Key Roles of Teachers

Teachers act as mentors for Byte members, offering valuable advice and support in both technical and personal development areas. They guide students in their projects, helping them overcome challenges and gain a deeper understanding of their work. Through mentorship, teachers provide direction and encourage the holistic growth of students, nurturing their leadership, problem-solving, and teamwork abilities. They are responsible for overseeing club activities to ensure they align with the club's mission and educational goals. They monitor the progress of club projects and make sure that club events and workshops are conducted in a professional and organised manner.

While Byte Club is largely student-driven, teachers possess veto power to override decisions that may conflict with the club's values, policies, or the school's regulations. This ensures that students are guided in the right direction and prevents any actions that could harm the reputation of the club or the school. Being the highest form of authority, they have the authority to grant or deny permissions for the club's activities, including workshops, events, and participation in external competitions. They ensure that all proposed activities comply with school policies and are in line with the club's educational objectives. Their approval is essential to ensure that activities are feasible, safe, and well-organised.

Teachers coordinate transportation for club members to and from competitions and external events. They ensure that logistics, such as travel arrangements and permissions, are handled efficiently, enabling students to focus on their participation and performance.

Teachers ensure that all travel-related aspects comply with school guidelines. Teachers act as the primary link between Byte Club and external organisations, such as partnering institutions, and industry professionals. They facilitate collaborations, workshops, and external tie-ups, enabling students to access broader learning resources and networking opportunities. Teachers play a key role in establishing relationships that can benefit the club's long-term growth. They provide crucial feedback on the performance of members, especially during workshops, competitions, and major projects. Their evaluations help students improve their technical skills and soft skills, such as communication and leadership. Teachers also assist in recognizing outstanding contributions by students, helping ensure that merit-based recognition is fair and consistent.

ROLES DEFINED

ALUMNI ADVISORY:

The alumni advisory body shall constitute 3-4 alumni of the Byte club. This body shall act as an important element of the club structure as it values the continuity of growth and long term success. With the extensive landscape of experience and knowledge, the alumni shall present us with valuable insights into the organisation and management of the club. This step has been taken to ensure guidance of the new government in the right way and to confirm long term perspectives that would balance the often short term focus of current members.

The president of the club shall draft and send official invitation emails to alumni, wherein their role shall be outlined along with their responsibilities and benefits of being a part of the body.

The implementation of the board shall be as follows:

1. The board will play a key role in final decisions regarding the demotion or elevation of members and above.
2. The board will hold monthly discussions with the club president, providing insights and guidance on the club's vision and ongoing activities.
3. The board will assist teams preparing for significant competitions, whether national or international, offering advice, sharing experiences, and serving as a source of inspiration.
4. The board will participate in the leadership transition in discussions concerning the selection of the club's leadership for the following year.
5. The board shall handle all the financial assets of the club other than the ones being handled by teachers.

PRESIDENT:

The President serves as the decision making authority in the Byte Club, guiding the club's overall direction and growth. They are the visionary leader responsible for setting goals, establishing strategic plans, and ensuring the club's mission is fulfilled. The selection for this role should be based on strong leadership, technical knowledge, and the ability to inspire and unite members.

The President shall oversee all aspects of the club's operations, from project initiatives to event planning. They will represent the club in official capacities both within the school and in external engagements, ensuring the club's reputation and vision are upheld.

The President will work closely with the Vice Presidents and Heads of Departments (HoDs) to ensure smooth club operations, delegating responsibilities as necessary. They are ultimately accountable for all decisions made within the club and must lead by example in all situations.

There shall be at most two Presidents at a time.

The responsibilities of the President include:

1. The President is responsible for creating and communicating the long-term vision of Byte Club. They will ensure that all initiatives align with the club's mission and inspire innovation and growth among members.
2. The President will lead club meetings, establish agendas, and set priorities for the club.
3. The President shall delegate tasks and projects to the Vice Presidents, HoDs, and other members, ensuring all goals and activities are executed effectively. They will monitor the progress of ongoing projects and provide feedback when necessary.
4. The President will maintain relationships with alumni, industry professionals, and school administration to advance the club's objectives.
5. The President shall act as the arbiter in conflicts within the club, ensuring that disputes are handled professionally and fairly.
6. The President will communicate with teachers and mentors regarding any competitions, club events and initiatives, and any issues the club may face.
7. The President will have regular meetings with the Alumni Advisory to discuss the club's efforts, issues and vision.

VICE PRESIDENTS:

The Vice President serves as the primary support to the President, functioning as a general who supports and complements the President's efforts. The selection for this role should be based on a combination of leadership skills and merit. The VP shall be the second in command ensuring the implementation of the president's vision and directives effectively.

The Vice President will step in to handle tasks or decisions when the President is unavailable, ensuring continuity in leadership and decision-making. The VP's role won't just be about managing tasks but also about shaping the organisation's culture, strategy, and long-term vision.

There can be at most 3 vice presidents at a time.

The responsibilities of the vice president include:

1. The Vice President is responsible for following up on tasks and ensuring that all assigned work is completed efficiently.
2. They make sure that tasks are delegated to the appropriate Heads of Departments (HoDs), members, or junior members, ensuring smooth operations across the organisation.
3. They must schedule and facilitate meetings between the Alumni Advisory Board and the Presidents.
4. They will keep an eye out for potential candidates for nominations and work closely with alumni HoDs to recognize students who excel, ensuring that deserving individuals are acknowledged for their contributions.
5. They shall bridge the gap between the President and other members, making sure that everyone is informed and aligned.
6. The VP plays a key role in translating the strategic vision of the President into workable plans. They shall help to break down long-term goals into achievable steps and oversee the implementation of these plans.

Heads Of Department:

The appointed Heads of departments shall be elected completely based on skills and merit. Each of these departments: Logistics and Communications, CineByte, Bit Driven, Financial and Writings, Design, and Development, shall have a head appointed to ensure efficient working in their field of expertise and further alignment with the common goal of the club (The functions of each department have been given further in the rulebook). The heads shall have full authority over their department and exercise freedom in controlling its functioning. A person can hold the position of an HoD and Vice President or President at the same time.

The responsibilities of HoDs are:

1. Lead their respective departments and coordinate with other departments to ensure that activities and goals align with the overall mission.
2. Develop and implement strategies and plans for their department to meet the club's objectives.
3. Address and resolve any issues or challenges that arise within their department.
4. Provide inputs when their department is concerned.
5. Provide regular updates and reports on their department's performance and progress to the president which shall further be discussed with the Alumni Advisory to gain proper feedback and insights.
6. Oversee the allocation of resources so that their department works efficiently.
7. Provide weekly reports to the president and vice president in the form of a well-structured email.
8. Recognise well performing students in their field and nominate them for certain rewards to boost morale and as appreciation for their work.
9. Keep track of the new members and their expertise to ensure maximum participation and no talent being wasted.

MEMBERS:

Jr. members shall be nominated to attain the status of 'club member' on a strict performance basis. A member shall have numerous duties to attend to and thus the selection process shall include long term judgement upon their behaviour, skillset, accountability and work ethic. They must be part of at least one department. They shall act as the building units of the entire club and help maintain the standard of working with their skills and performance.

JR MEMBERS:

This position shall be the first point of access to higher responsibilities and authority in the club. While the Junior Members are encouraged to explore different fields of technology, they must have an individual skill set. Jr members must remain active as their performance and activity will be marked as the key point to their promotion.

PROVISIONAL MEMBERS:

This role is designed for students who are interested in technology but might lack a certain level of skill set. Any students in 6th to 12th grade from the school are allowed to join the club as a Provisional member. The goal of this position is to nurture and develop the tech skills of students by providing them with the necessary resources and tasks, eventually helping them transition to more permanent roles within the club.

Some points to be kept in mind for a Provisional member:

1. For a student to be promoted to a higher role, they must be a provisional member of the club for at least 1 week.
2. Provisional Members will be part of a separate Discord server. This setup allows them to interact with each other, receive guidance, and get an "outer look" into the club's activities before fully joining in on the club's activities.
3. These members will be provided with resources, tasks, and the chance to participate in events and competitions, which are prioritised to help them grow and gain confidence in their abilities.

CLUB DEPARTMENTS

CineByte

1. Overview

- CineByte will be the primary cinematography department of the club. It will function as a sub-club under the Byte Club. Its members will be recognized as junior members of Byte Club unless they are exclusively promoted to higher roles.

2. Responsibilities

- CineByte shall oversee all activities relating to the fields of cinematography within the club.
- The sub-club will include students skilled in acting, cinematography, videography, and editing.
- CineByte will manage the social media handles of Byte Club.
- CineByte shall hold separate interviews for induction and have a separate process for selection.

Bit Driven

1. Overview

- Bit Driven will be the robotics and hardware department of the club. It will function as a sub-club under the Byte Club. Its members will be recognized as junior members of Byte Club unless they are exclusively promoted to higher roles.

2. Responsibilities

- Bit Driven shall oversee all activities related to electronics, robotics, ATL (Atal Tinkering Lab), hardware technologies and STEM (Science, Technology, Engineering, and Mathematics) and shall include students skilled in the given fields of technology.
- It will correspond between the computer department and the electronics department and ensure smooth communication and arrangement between them.
- Bit Driven shall take students based on the selection criteria and interviews of Byte Club.

Design

1. Overview

- The Design Department is an integral part of Byte Club, directly contributing to the club's overall functioning.
- The design department will be responsible for undertaking activities such as creating posters, social media graphics, and promotional banners.

2. Responsibilities

- This department shall manage the club's graphic design and motion design initiatives.
- It will advocate and implement the club's design vision, as discussed in meetings with the President and Vice President.
- Posters and brochures shall be created regularly for events such as QuickByte, ByteX and Byte.IT.

Development

1. Overview

- The Development Department is focused on the core tech-related activities, i.e. programming, cryptic hunts and hackathons within Byte Club.
- This department shall oversee programming, including website development, competitive programming, and hackathon preparations.

2. Responsibilities

- Members will be responsible for maintaining the club's website and ensuring it reflects the club's ongoing activities and achievements.
- It shall conduct frequent practice sessions for the members and jr.members in the related fields.

Logistics and Communication (LogCom)

1. Overview

- The Logistics and Communication Department is responsible for managing the operational and administrative aspects of Byte Club.

2. Responsibilities

- The department shall maintain records of members, junior members, and provisional members and alumni.
- It will coordinate the release of tasks and oversee logistical duties, such as registrations, submissions, and coordination during events and competitions that the club organises or participates in.
- The department will also organise club meetings and prepare minutes for each session.
- The LogCom department will be partially responsible for sponsor management.

Financials & Writing

1. Overview

- This department was created to address the financial and editorial needs of Byte Club.

2. Responsibilities

- The department shall manage the club's finances, including budgeting, and serve as the primary contact point with companies for sponsorships, internships, and workshops.
- It will also act as the final proofreading body for all written content within the club, including maintaining the club's blog and ensuring the quality of all content published.

EVENT ORGANISATION

The club along with its subsidiaries will conduct 3 main events on an annual basis in Bal Bharati Public School, Pitampura. These events are compulsory and should be held on schedule according to the Club Calendar.

ByteX:

This is an intra-school event organised within the first three months (April to June) of every new academic year. It consists of at least 5 events featuring these fields: Motion design, Graphic design, Robotics, Programming, and Pitching. ByteX shall be open to all students from grades 6-12 and the result can be used to determine selections into the club that is separate from the joining of a Provisional member.

QuickByte:

This is also another intra-school event specifically for the Provisional members of the club. This event shall be conducted monthly/quarterly to survey the skill set of the Provisional members and can also be used as a tool for the promotion of well performing students from Provisional to junior members.

Byte.IT:

This is an inter-school event held by the Byte Club every year in the month of August. Invites to this event are sent to all schools in Delhi NCR and further may expand to national and international events. Byte.IT should feature at least 10-12 well-defined different events with registrations open to all. The event will be a combination of online and offline events in the school premises. The HODs will prepare the event prompts which shall be converted to a brochure by the Design Department and the event administration and operations shall be managed by the Logistics and Communication Department. The Financial and Writings department shall be working to procure funds for the event through sponsors, creating budget sheets, as well as communicating with external institutions for arrangement of physical items required for event organisation. This event's organisation shall engage the whole club..

Apart from these 3 events, the club shall also organise cryptic hunts and hackathons throughout the year.

CLUB ACTIVITIES

Byte Club is a dynamic tech community that offers a variety of activities designed to foster learning, collaboration, and growth in technology. These activities provide members with opportunities to enhance their skills, network with industry professionals, and engage with other schools through competitions and outreach. Below is an outline of the key activities Byte Club will undertake:

1. Tasks and Projects

Members of Byte Club will engage in a range of hands-on projects, from coding challenges to hardware development. These tasks are designed to enhance both technical and problem-solving skills, with each task focused on a different technological domain.

Regular tasks will be assigned to members to ensure continuous learning and practical experience. These tasks shall be mandatory for members and junior members to perform, while it will be up to the provisional member's choice whether they would perform the task or not. It must be noted that not submitting these tasks shall be detrimental to decisions regarding a student's promotion in the club.

2. Workshops

Workshops form the educational backbone of Byte Club, offering hands-on learning opportunities led by experienced individuals. These workshops will be organised under the following categories:

a. Collaboration with External Institutions

Byte Club will collaborate with external tech institutions and companies to bring industry professionals into the club for specialised workshops. These sessions shall be held after full discussion with the teachers and after proper permissions are obtained.

b. Club Awareness and Outreach

Workshops dedicated to spreading awareness about Byte Club within the school community will be conducted periodically. These sessions will include:

- Presentations showcasing club projects and achievements.
- Introduction to technology and how students can get involved.
- Opportunities for recruitment and onboarding new members.

c. Skill-Building Workshops

The club will conduct workshops from time to time which shall be open to any student in the school. These workshops, properly planned and conducted by the members, shall enhance the school student's skill set and exposure to technology as well as enhance the technical and social skills of the members.

d. Alumni-led Workshops

Former Byte Club members will be invited to lead workshops, offering their real-world insights. These workshops are invaluable in giving current members exposure to industry trends and career advice as well as enhancing their technical skills.

3. Inter-School Competitions

Byte Club will actively participate in inter-school competitions, providing members with opportunities to test their skills against peers from other institutions.

Participating in these competitions will not only help members sharpen their skills but also foster teamwork and build Byte Club's reputation.

4. Blog and Social Media Presence

Byte Club will maintain a strong online presence through a dedicated club blog and active social media accounts. These platforms will be used to:

- Share updates on club activities and projects.
- Publish technical articles written by members.
- Highlight achievements, competitions, and workshops.
- Provide tech tips, tutorials, and other educational content.

The blog will serve as an outlet for creative expression, while the social media pages will help engage the wider school community and beyond, increasing the club's visibility.

5. Social Impact Initiatives

Byte Club will aim to leverage technology for social good by:

- Creating technological projects related to current events around the world.
- Conducting tech literacy workshops for underprivileged students.
- Partnering with local NGOs and schools to spread awareness about the role of technology in solving social challenges.
- Developing projects aimed at addressing real-world issues, like environmental sustainability or education access, using innovative tech solutions.

PROCESS FOR JOINING OF NEW MEMBERS

Eligibility Criteria:

- Students from classes 6th-12th of Bal Bharati Public School, Pitampura are eligible to join the club.
- The student should have a genuine interest in any field of technology.
- Prior knowledge or skills in technology are preferred but **not mandatory**.

Joining Process:

- Interested students can go to <https://byteclub.co.in/join> and enter their **correct details** to join the club straight away as Provisional Members.

OR

- Interested students may attend the workshops or events conducted by the club and acquire skills and knowledge which will help them get shortlisted by the Byte Members.

The shortlisted students would be given a few tasks and challenges to help analyse their calibre, capability and skills.

The shortlisted students may be appointed straight to positions higher than Provisional Members in the club.

Students selected for roles **higher than that of Provisional Members** shall receive an official confirmation letter from the club through email signed by the President or Vice President.

CLUB RESOURCES

Byte Club maintains an extensive **Learning Resources Guide**. This document provides members with a curated collection of resources designed to support skill development across various technical and creative disciplines. Whether your interests lie in **coding, graphic design, 3D modelling, motion design, or other related fields**, you will find valuable materials to enhance your expertise.

Members are encouraged to explore a range of educational content, including tutorials, online courses, coding challenges, design exercises, project ideas, and recommended software tools. These resources are intended to facilitate continuous learning, practice, and skill improvement.

To access the Learning Resources Guide, please visit

<https://byteclub.co.in/resources>

We strongly encourage all members to leverage these materials to develop their skills and achieve their full potential within the Byte Club community.

The club's resources shall be maintained and updated regularly by the Heads of Departments or any member assigned for the same by the Vice President or President.

COMMUNICATION STRUCTURE

In Byte, communication is the key to the smooth and uninterrupted flow of information. It is important to connect everyone and keep them on the same page. This will ensure all members work together without any complications and allow the club to grow. We need to keep in mind that the voices of all members are heard and ensure that there is no miscommunication of any sort.

1) When a member wishes to present an initiative

If a member has an idea or perhaps wants to suggest a change, what do we do?

For Project Ideas, Competitions and to prompt new initiatives a member may approach the head of his/her department.

It is the duty of the HoD to put forward those ideas, discuss them with the club government and implement the ideas which are approved.

It is the right of the HoD to implement ideas which do not have much significant impact on the structure of the club and are only related to the department. For eg: A new robotics project or video-making initiative need not the approval of the Club Government to be implemented.

The HOD (Head Of Department) is responsible to record all implemented changes and ideas in his/her report.

If a member wants to suggest a change in the structure of the club, or perhaps the working of the club, they are free to do so.

Such changes should be directly suggested to the Head Of Departments or the Vice Presidents.

It is the duty of the HODs and Vice Presidents to present the changes and suggestions in regular club meetings.

2) When any member has to report an achievement:

Byte is sure to have many talented members, and all members participate in multiple competitions and events.

It is in the best interest of the club if the achievements and participation of all members are recorded.

It is important for all members to mention all their achievements to the Head of their respective department. An event report is also very important to share with the Head. Furthermore, the achievements will be mentioned in the regular reports by the Heads Of Departments and significant achievements will be promoted further.

In case the member **doesn't belong to a particular department**, they may put the same in the club's discord server, tagging the **Vice President**.

3) To Report any kind of Problem

All members must have a way to convey if they are facing any kind of problem, may it be a dispute with another member.

For problems that are Significant and may need instant attention, a member is free to reach out to any senior figure in the group.

Such problems are to be directly addressed to the President, Vice President, or Head of Department and taken to discussion on an immediate basis.

Club members will be advised to bring the problems to the government first, **before approaching any teacher or staff members**. To further ensure this, **it shall be one of the topmost priorities for all senior positions of the club, be it Presidential Positions or Heads of Departments to be sensitive, sympathetic, approachable, understanding and responsible to acknowledge such problems!**

For more Minor Problems it will be advised to the members to report to the Head Of their Department. The Head Of the Department has the freedom and the responsibility to solve the problem in any way they feel relevant. It will be important to note that the actions of the HoDs will be judged, so irrelevant or nonsensical methods to solve problems will not be entertained.

4) Communication Within A Department

To ensure smooth functioning, a system of Communication to ensure the flow of information within the department should be defined.

1. Whatsapp Group and Discord Channel

Every Department will have a WhatsApp Group and a Discord Channel which will be maintained by the Heads Of the Department. All communications regarding new competitions, all kinds of updates related to the department etc will be discussed there. The members are free to message the HoD on their personal window for any kind of query or suggestion as discussed above.

2. The Heads Of Department are advised to use these communication channels to recruit members for competitions, hold workshops, share resources or for any kind of procedures.

5) Club Updates

All Updates regarding the ins and outs of the club shall be posted on the main Whatsapp Group and Discord Club of the Club by The President, Vice President or HoDs.

6) Club Meetings

Club meetings are designed to bring together all Byte Club members **above the rank of Provisional member**, to discuss ongoing projects, future activities, and any relevant updates. These meetings foster a sense of community and ensure that every member is aligned with the club's goals and initiatives.

These meetings shall be held with at least 3 days prior intimation by the **Vice President** and shall be announced as and when required. All members must attend, but, in case of emergency or prior commitments, the **absence must be approved by the Heads of the LogCom Department**.

It is the **duty of the LogCom department** to maintain attendance records for the meeting.

7) Government Meetings

Government meetings involve the leadership team, including the President, Vice Presidents, and Heads of Departments (HoDs), to discuss strategic

decisions, project management, and club governance. These meetings ensure the smooth functioning of the club and the alignment of the leadership team.

Government meetings are to be scheduled and **conducted once every week** at least (in case of no agenda, the meeting may be utilised for the **creation of future tasks**).

The meeting must be conducted in a professional manner. **The President is required to share the minutes of the meeting with the Alumni Advisory Board.**

8) Meetings with the Alumni Advisory

A meeting shall be conducted **every two weeks** between **the President** and **the Alumni Advisory Board**. For any other member's requirement in the meeting, they must be explicitly invited for the same.

The meeting shall be held to discuss the club's activities, issues, and vision. Further, this meeting will tackle topics like management of the club's financial and human resources, demotion or promotion of a member, conflict resolution or any other topic deemed necessary.

RESOLUTION OF CONFLICTS

At Byte Club, we prioritise a culture of collaboration, respect, and professionalism. While conflicts may arise naturally in any dynamic organisation, it is essential that disputes are resolved fairly, transparently, and in a manner that maintains the unity of the club. The following procedures have been established to ensure that conflicts are handled appropriately, with a focus on constructive dialogue and resolution.

These guidelines are designed to uphold the values of the club and provide clear avenues for resolving disagreements, whether between provisional members, full members, or leadership. By adhering to these procedures, Byte Club ensures a respectful and efficient environment where all members feel heard and supported.

The process for resolving conflicts is as follows:

1. **Disputes between Members:** Any conflict arising between members shall be addressed under the supervision and judgement of the **Vice President** or **President**. The designated leader will act as a neutral party to mediate the situation and provide a fair resolution based on club rules and established values. Their decision will be final and binding.
2. **Disputes between Members and Club Government:** In the event of a dispute between members of the club and the club government of Byte Club, a resolution meeting will be convened under the guidance of the **Alumni Advisory Board**. The board will offer impartial oversight to ensure that the conflict is addressed through constructive discussion. This approach guarantees that all parties are heard and that the resolution aligns with the club's mission and ethical standards.
3. **Disputes between Club Government Members:** In the event of a dispute between members of the club government of Byte Club, a resolution meeting will be convened under the guidance of the **Alumni Advisory Board**. The board will ensure that all viewpoints are considered and that the resolution is fair and consistent with the club's values and long-term vision.

By adhering to these conflict resolution mechanisms, Byte Club reinforces its commitment to fostering a positive and inclusive environment, where collaboration and mutual respect are paramount.

SIGNIFICANT VIOLATION OF CODE OF CONDUCT

Byte Club expects all members to adhere to the highest standards of professionalism, respect, and responsibility. Any significant breach of the club's Code of Conduct will result in disciplinary actions. These measures are intended to maintain the integrity of the club and ensure a positive environment for all members.

Definition of Significant Violations

Significant violations include, but are not limited to:

- **Disrespectful Behaviour:** Engaging in harassment, bullying, or discriminatory language or actions against any member.
- **Negligence of Duties:** Repeated failure to fulfil assigned tasks or responsibilities without reasonable justification.
- **Disruptive Conduct:** Actions that disrupt club activities, meetings, or projects, including intentional obstruction of club governance.
- **Misuse of Club Resources:** Unauthorised or unethical use of Byte Club resources, including club funds, equipment, or data.
- **Academic Dishonesty:** Plagiarism, cheating, or misrepresenting contributions in club-related activities or external competitions.
- **Violation of Club Policies:** Ignoring club rules, disregarding the authority of club leadership, or undermining club decisions.

Consequences of Significant Violations

The consequences for significant violations will be handled in a progressive manner depending on the severity of the violation. The possible disciplinary actions are as follows:

- **Warning:** For minor but recurring violations, the member will receive a formal **written warning from the President or Vice President**. This warning will outline the violation, the expected improvement, and the consequences of future infractions.
- **Probation:** If a member fails to improve after receiving a warning or commits a more serious violation, they may be placed on probation. During probation, the member's participation in club activities will be restricted, and they will be closely monitored. **The terms of probation will be set by the club government.**

- **Demotion:** For significant breaches, especially involving negligence, misuse of resources, or disrespectful behaviour, a member may be **demoted** from their current position (e.g., from a leadership or project lead role). The decision will be made by the **Alumni Advisory Board** after a thorough review of the incident and **discussion with the Club Government**. Grounds for demotion include:
 - Repeated failure to meet deadlines or fulfil responsibilities.
 - A violation that has harmed the club's reputation or operations.
 - Persistent disruptive behaviour despite previous warnings.

- **Suspension:** In cases where the violation severely affects the functioning of the club or its members, the individual may be suspended for a specific period. Suspension may be **given by the Alumni Advisory Board or a Teacher after discussion with the club government**. During suspension, the member will not be permitted to attend meetings or participate in any club activities.

- **Expulsion:** For the most severe infractions, including unethical behaviour, misuse of funds, or gross misconduct, the member may be **permanently removed from Byte Club**. This decision will only be made after a resolution meeting with the **Club Government, Alumni Advisory Board and Teachers**.

PROCEDURE FOR HANDLING VIOLATIONS TO CODE OF CONDUCT

This section lays down the proper procedure to be followed in case of any significant violation of the code of conduct.

1. Report and Investigation:

- Any significant violation must be reported to the **Vice President or President**. An investigation will be conducted, involving interviews with involved parties and a review of evidence.

2. Hearing and Decision:

- For serious cases (leading to probation, demotion, suspension, or expulsion), a formal hearing will be held. The member in question will have the opportunity to present their case. This hearing will be **supervised by the Alumni Advisory Board**. The Board shall send its final decision to the Club Government within the span of 36 hours from the hearing.

3. Notification:

- The member will receive a written notification detailing the decision, the reasons for the action, and any steps required for reinstatement (if applicable).

AMENDMENTS TO THE RULEBOOK

The rulebook is a document that is vital to the functioning and overall growth of Byte Club. In such a position, as the club grows further, there may be some changes or requirements required in the rulebook. Hence, we must divide these changes into 2 parts as follows:

1. Major Amendments

- These may be defined as fundamental changes to the overall structure of the club. These include but may not be restricted to:
 - i. Changes in the primary club structure, including the creation or removal of a department or position.
 - ii. Changes in the Code of Conduct.
 - iii. Changes to the definition, consequences and procedure for handling violations to the Code of Conduct.
 - iv. Changes to teacher's role in club's working.
 - v. Changes regarding Amendments to the Rulebook
- For a major amendment to be enacted, the following conditions must be fulfilled:
 - i. Consensus within the Alumni Advisory
 - ii. Consent of the Computer Department
 - iii. 2/3rds majority within Presidents and Vice Presidents

2. Minor Amendments

- These are defined as any amendment that does not fall under a major amendment.
- For a minor amendment to be enacted, there must be 2/3rd's majority between Presidents, Vice Presidents and HoDs.