

KATHMANDU UNIVERSITY ARTIFICIAL INTELLIGENCE CLUB  
(KUAIC)  
Constitution of 2022/2023

Kathmandu University  
Department of Computer Science and Engineering  
Panchkhal Campus, Kavre

## PREAMBLE

We, the students of Bachelor of Technology in Artificial Intelligence (B.Tech in AI) at Department of Computer Science and Engineering, Kathmandu University, associate ourselves to show our solidarity and unity for the development of our skills and virtues for the overall development of the University and the Nation.

Therefore, recognizing the need of a binding law to promote unity and enhance our working capability as a group, we have established this Constitution of the Kathmandu University Artificial Intelligence Club (KUAIC).

We vow to adopt and enact the constitution.

## Article 1: Definitions

**Constitution:** It refers to the Kathmandu University Artificial Intelligence Club (KUAIC) Constitution 2022/2023.

**Club Meeting:** It refers to the Executive Committee Meeting or General Meeting of KUAIC.

**Tenure:** It refers to the one-year time period of the position holders of KUAIC.

**AGM:** It refers to the Annual General Meeting of KUAIC that happens at the end of the club's tenure.

**Committee:** It refers to the Executive Committee, Advisory Committee and General Committee within KUAIC.

**Sub-committee:** It refers to the committee made by an executive member of the club for a particular purpose and dissolves after it completes the work. Sub-committee(s) falls under the Executive Committee.

**Organizing Committee:** It refers to the collective committee of executive and general members for the purpose of organizing any activities through the club.

**Post holder:** It refers to the members of the Executive Committee and Advisory Committee.

**Closed Voting System:** It refers to the anonymous voting done by the General Members.

## ARTICLE 2: Introduction, Objectives, Duties

### 2.1 Introduction

#### 2.1.1 Name

The official name of the club is "Kathmandu University Artificial Intelligence Club" (abbreviated as

KUAIC). This name shall be used in all official documents, activities and purposes.

#### 2.1.2 Location

Office of the club shall be at Panchkhal Campus of Kathmandu University, Panchkhal, Kavre, Nepal.

#### 2.1.3 Logo:

The club logo is:

The KUAIC title in the logo stands for Kathmandu University Artificial Intelligence Club. The hand to

hand symbol represents the union between Artificial Intelligence and humans. The light color enclosed by a darker shade works in harmony to include the ambition of the club. The bold script

attracts attention, stands out and informs us about the day of the creation of the logo. Overall the

logo serves its purpose of representing the KUAIC.

#### 2.1.4 Flag

The flag of KUAIC is as shown below:

The flag of KUAIC has the club logo in the center inside a rectangle having white background and its

dimension is such that the width and the length are in golden ratio (1:1.62). The white borders of the

logo remind us to rightfully use our knowledge for development and peaceful purposes.

#### 2.1.5 Interpretation and Effect

a) All the articles shall be under the Law of Government of Nepal, and as approved by the Department of Computer Science and Engineering.

b) The provisions of this club shall be binding to the club and its members.

### 2.2 Motto and Mission statement:

#### 2.2.1 Motto

'The motto of KUAIC is to promote professional, academic, and extracurricular activities in universities while also having an impact on the global community. The club's goal is to work for the

advancement of artificial intelligence education and the profession as a whole.'

#### 2.2.2 Mission Statement

The organization's (KUAIC) activities shall be planned to encourage excellence in professional efforts for Artificial Intelligence education, training, and practice.

### 2.3 Objectives

KUAIC is to be established in 2022 by students of Bachelor of Technology in Artificial Intelligence, Kathmandu University. It is a non-political and a non-profit club. Being a neutral club, it

shall work for social benefit and there shall be no place for affiliation, sympathy or any political activities in the club. The club is independent to organize its activities within the limit of its objective

under the umbrella of KU.

The following are the objectives of KUAIC:

2.3.1 To stand out as a symbol of student unity and cooperation.

2.3.2 To inspire, promote and establish strong practice of academic, sports, social and cultural events.

2.3.3 To organize activities among students to boost leadership skills and talent.

2.3.4 To enrich healthy relationships with the community through collaboration and services.

2.3.5 To work in cooperation with other student organizations of Kathmandu University and other universities.

2.3.6 To establish friendly relations and understanding with other external organizations for the benefit of KUAIC members.

2.3.7 To spread awareness about Artificial Intelligence education and its field in the community like

design consideration, environment sustainability, planning etc.

2.3.8 To build a bridge between professional Artificial Intelligence groups and other student organizations for Computer Science and Artificial Intelligence.

2.3.9 To publish the Annual magazine regarding Artificial Intelligence projects and its impact on society, programs launched, news regarding development of Artificial Intelligence in Nepal and the

world as a whole.

2.3.10 To organize interaction programs among national and international students.

2.3.11 To organize the annual sports for the development of friendly relationships among students

of all batches.

2.3.12 Any other objectives that come close to satisfying any of the above.

## 2.4 Duties

2.4.1 This club shall promote coordination between students of Artificial Intelligence for healthy relationships.

2.4.2 The club shall initiate, promote, regulate and coordinate various activities of the students.

2.4.3 The club shall raise and regulate funds for various club activities.

2.4.4 The club shall solely be authorized for organizing leadership programs, talk programs, workshops, seminars, tournaments and other innovative activities as per the demand of situation and time.

2.4.5 The club shall act for the welfare of the Kathmandu University students who are Artificial Intelligence students, club members and enthusiasts.

2.4.6 This club shall conduct the election of selecting the Sub-committee for activities and programs

such as tournaments, welcome, farewell, and all the programs that come under the responsibility of the club.

2.4.7 This club shall conduct yearly Artificial Intelligence Meet for exhibition of Artificial Intelligence

projects and provide a platform for students of Kathmandu University and other universities to display their skills.

2.4.8 Any other duties that come close to any of the above duties

### ARTICLE 3: Committees

#### 3.1 Executive Committee

3.1.1 The function of the Executive shall be to manage the affairs of the club.

3.1.2 The Executive shall, at all times, be accountable to the club.

3.1.3 The Executive shall consist of 9 persons as mentioned below:

S.N. Designation Number

Executive Committee:

1. President 1
2. Vice President 1
3. Secretary 1
4. Treasurer 1
5. Executive members 5

#### 3.1.4 Sub-article:

3.1.4.1 The executive committee members shall consist of students who have become the general

members of the club for at least a year. The President and the Vice President post shall consist of

executive committee members who have served for at least a year.

3.1.4.2 If the post holder is failed, demised or resigned, the post shall be left empty and the club shall run as it is without the post being filled in through another election.

3.1.4.3 In the event of a Member of the executive committee failing in his/her duties, the executive

committee (including the remaining members), by unanimous approval, shall have the power to relieve him/her of his/her duties. The proceedings shall take place through the meeting of the executive committee in the presence of the Advisory Committee of KUAIC.

3.1.4.4 The members, once elected, cannot be suspended from the post until they resign or carry

out acts deemed illegitimate by the University, or as decided by the Disciplinary Hearing Committee

as mentioned in Article 9.2.

3.1.4.5 The executive committee's legitimacy shall be effective only for a year after the tenure starts.

The executive committee shall turn dormant once it completes a year.

3.1.4.6 The newly elected executive committee should call for an Executive Committee Meeting within 1 week of the new executive committee tenure.

### 3.2 Advisory Committee:

3.2.1 Advisory Committee members do not possess voting power.

3.2.2 Advisory Committee shall consist of HoD of DOCSE, Coordinator of Bachelors in Artificial Intelligence, Coordinator of Masters in Artificial Intelligence, Immediate Past President and students of Masters in Artificial Intelligence program.

3.2.3 Advisory Committee shall observe and advise the activities of the club or in case of internal problems in the club.

3.2.4 Advisory Committee forms Election Committee. The duty of the Election Committee is mentioned in Article 4.2.

3.2.5 Advisory Committee forms Disciplinary Hearing Committee. The duty of the Disciplinary Hearing Committee is mentioned in Article 9.2.

### 3.3 General Committee:

3.3.1 All the undergraduate students of Kathmandu University are eligible to be a member of KUAIC.

3.3.2 All the members of KUAIC are General Members and are a part of the General Committee.

3.3.3 All the students, once a member of the KUAIC, their membership lasts until they pass out, get suspended or drop out.

3.3.4 All the general members possess 1 person equals 1 vote during election of the executive committee.

3.3.5 All general members are eligible to float in suggestions, recommendations for the activities of the club.

3.3.6 The general members are required to fill up the membership form and submit membership fees as determined by the club. The membership fee cannot be raised by more than 10% than that of the previous year.

3.3.7 The general members should at least attend 5 events of the club. If a general member fails to satisfy this condition, he/she shall not be able to apply for the executive committee post.

### 3.4 Honorary Membership

3.4.1 The executive committee can provide honorary membership to persons who have contributed significantly in the field of Artificial Intelligence or persons who could support and help in running KUAIC.

3.4.2 Such members cannot vote in matters of the club.

### 3.5 Loss of General Membership

3.5.1 General members shall lose their membership from the club in serious breach of

constitution,  
suspension from the university or as decided by the Disciplinary Hearing Committee as mentioned in

Article 9.2. The member shall have the right to deny the breach of constitution.

3.5.2 Once such membership is lost, the member can apply for it after 6 months of suspension, fulfilling all the punishment allocated to him.

#### ARTICLE 4: Selection of Executive Committee

##### 4.1 Selection process

4.1.1 The executive members shall be selected through 100% election.

4.1.2 Election Committee shall oversee the selection of the Executive Committee through election.

The Election Committee will exercise the duties as mentioned in Article 4.2.

4.1.3 Election date will be decided 1 month before the tenure ends by the Executive Committee.

4.1.4 The election date shall be fixed to be within 1 week before the tenure ends of the Executive Committee.

4.1.5 After the result of the election is out, the new Executive Committee will be dormant and can

only exercise executive powers after the old Executive Committee tenure ends. When the new Executive Committee is dormant the old Executive Committee will still exercise the executive powers.

4.1.6 All the students who are the general members and the executive members of KUAIC shall have voting rights.

4.1.7 Voting shall be done on a closed voting system in guidance of the Election Committee.

4.1.8 Two or more candidates can compete for a post, if only one candidate stands for a post, then he is considered for the particular post.

4.1.9 If two or more candidates simultaneously secure the highest number of votes then re-election

will be conducted. The candidate with the highest number of the votes will be elected for the respective post.

4.1.10 Two Executive Members posts among the allocated five seats for this post shall be reserved for female members.

4.1.11 Once the members for respective posts are selected/elected, the oath taking ceremony will

be organized by the Election Committee in the presence of the Advisory Committee and the General Committee.

## 4.2 Election Committee

4.2.1 No executive power is exercised by the Election Committee.

4.2.2 Election Committee's duty is bound to conduct and oversee the election process of the executive committee.

4.2.3 Election Committee shall consist of a certain number of Advisory Committee members. The

Advisory Committee shall discuss and decide the members for the Election Committee.

## 4.3 Nomination Criteria/Eligibility

4.3.1 For the post of Executive Members, candidates should at least be a general member of the club

for a year. The eligibility for the post of Executive member shall also be determined according to Article 3.3.7.

4.3.2 For the post of President and Vice President, candidates should at least be an executive member of the club.

4.3.3 If any member is already suspended, that member cannot be a candidate for any executive position.

## ARTICLE 5: Executive Committee Members

### 5.1 President

5.1.1 The President shall be the executive head of the club.

5.1.2 The President will introduce and set priority to the agendas and activities of the club having

had a discussion with the board and general members.

5.1.3 The President shall approve the process of issuing and receiving funds.

5.1.4 The President has to call a meeting via the Secretary.

5.1.5 The President can take an emergency decision and report it immediately in the next meeting as

long as such decisions are deemed to be in the favor of the club. If the decision is not deemed as an

emergency by other executive members, then the President is subjected for a Disciplinary Hearing as

mentioned in Article 9.2.

5.1.6 The President can delegate and/or assign, subject to approval by the board members, duties to

another member of the board or any general members.

5.1.7 The President shall sign in any formal notice issued by the club.

5.1.8 The President should ensure whether and the board members are abiding by the constitution

of the club. The President shall be held responsible for any breach of conduct by the decision taken

by the club.

5.1.9 The President is expected to be present in all meetings, Disciplinary Hearings (unless he/she is the accused) unless seriously ill or other valid reasons persist. In such a case, the President must

inform the Secretary beforehand to be substituted by the vice president.

5.1.10 The President shall appoint the members of the sub-committee, organizing committee, etc.

and should receive referrals from other post holders if they are liable to do so.

5.1.11 One student as the President can serve for two tenures maximum.

5.1.12 If the President is absent, proper reasoning should be presented to the Secretary.

## 5.2 Vice President

5.2.1 The Vice President shall be in close contact with the President on all matters relating to the

organization and to assist him/her in the effective discharge of the duties.

5.2.2 If the President is absent, the Vice President shall take up all the responsibilities of the President except for taking emergency decisions.

5.2.3 The Vice President shall refer (not appoint) the name of the general members, if required to be

put into an organizing committee or sub-committee.

5.2.4 The Vice President shall take up the job of the treasurer, if the treasurer is unable to be present

due to valid reasons.

## 5.3 Secretary

5.3.1 The Secretary shall maintain all club records.

5.3.2 He/she shall keep minutes of all the meetings of the club.

5.3.3 The Secretary is the official spokesperson of the club.

5.3.4. The Secretary is responsible for the stamp and letterheads and ensures it is not misused.

5.3.5 The Secretary shall make the arrangement of the meeting after getting the instruction from the President.

5.3.6 The Secretary shall sign notices regarding club meetings.

5.3.7 The Secretary shall manage all the correspondence work of the club. The secretary shall manage the official email Id of the club, open the incoming letters, seal the outgoing letters, and keep record of such correspondence and inform about it in the club meetings.

5.3.8 The Secretary shall be in charge of all the publication work of the club.

5.3.9 The Secretary shall draft original and a copy of every document, especially the reports safely in

KUAIC locker for future reference and use.

5.3.10 The Secretary will be in charge of all the ticketing, entry and voluntary members during activities performed by the club.

5.3.11 The Secretary shall be the Public Relation head for the club. He/She shall be present at all



such public relation meetings during club's work.

5.3.12 In the absence of the Secretary, the Vice-president takes up the job of the Secretary.

## 5.5 Treasurer

5.5.1 The Treasurer shall have custody of all club funds, maintaining all necessary records and depositing all such funds in a bank approved by the board of directors.

5.5.2 He/she shall report on the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member.

5.5.3 The Treasurer shall inform the club meeting in case of financial irregularity, the charged member shall then be heard by the disciplinary committee.

5.5.4 The Treasurer shall not accept duplicate, exaggerated bills. In case of offense, both the bill issuing member and the treasurer shall be held responsible.

5.5.5 The Treasurer should be actively involved in bringing funds into the club.

5.5.6 The Treasurer shall manage a feasible bank account for the club and issue all its details at the club meeting.

5.5.7 The Treasurer shall co-sign with the President in case of all the financial transactions.

5.5.8 The Treasurer can refer names of the members for the treasurer sub-committee if needed.

5.5.9 The Treasurer should make a financial report and present it in the Annual General Meeting.

## 5.6 Executive members

5.6.1 The executive members will help in the decision-making process.

5.6.2 The executive members should interact with the club members, and put in the views of the general members during the club meeting.

5.6.3 The executive members must help in executing programs and policies made by the club.

5.6.4 At least one of the executive members must be present in the committee formed by the club such as sub-committee and organizing committee.

## ARTICLE 6: Club Activities

### 6.1 Club Meetings

6.1.1 Club meetings are called by the Secretary.

6.1.2 To call any Club Meeting, the executive committee member must submit a draft to the Secretary specifying the agendas for the meeting.

6.1.3 The newly elected body must have its first meeting within the first week of the start of their tenure.

6.1.4 The next meeting after the first meeting must set agendas, programs for the full tenure.

6.1.5 A midterm review meeting must be held after 4 months of the first meeting, to review the progress made and to formulate plans and policies to meet the agenda set. The Secretary shall present a review report to the Board Members in writing.

6.1.6 A final meeting must be held at the end before the end of the tenure to review the activities

of  
the whole tenure. The President shall present a final activity report to the Board Members in writing.

The activity report should be posted in the notice board.

5.1.7 There must be at least two meetings in a month except in case of end semester examinations, end semester breaks, vacations and other unpredicted circumstances.

6.1.8 There must be at least 2/3rd of the Executive Committee members present in the meeting.  
If 2/3

of the executive committee members are not present, the meeting would not be considered valid and

the Secretary shall call for another meeting.

6.1.9 The gap between two meetings cannot exceed by 3 weeks unless due to unavoidable circumstances.

6.1.10 Important decisions taken by the club meeting must be made public to the general members.

6.1.11 If any Executive Committee Member fails to participate in the club meeting for more than two

successive times without proper reason, submitted in writing, the member shall be subjected to Disciplinary Hearing as mentioned in the Article 9.2.

6.1.12 The President should present any agenda to the executive committee and require 2/3d majority

vote to pass and execute the decision.

6.1.13 The President will have the final say in the procedure of a club, If no 2/3'd majority is achieved for

or against the agenda at the meeting. President might ask for a review for the board members or go to

general members for their suggestions and make a decision.

## 6.2 Club Meetings Procedure

6.2.1 All the club meetings should be held in the club's space except for specific conditions that should

be mentioned in minutes. For a general meeting to be held, at least 8 members of the club including

Secretary and President, as chairperson, should be present. In absence of the President, the Vice

President is the chairperson of the meeting. In absence of a Secretary, an executive committee member

authorized by him/her acts as acting Secretary for the meeting.

6.2.2 Meeting should start with a welcome speech by the President, the Secretary calls everyone for the

National anthem.

6.2.3 After the National anthem, the Secretary calls for a roll call. Then, the information sharing session

is called where members can share any relevant information regarding absent members or any other events.

6.2.4 Sequentially, the agendas are reviewed and read out by the Secretary. A session for Agendas addition, amendment, deletion is called. The addition, amendment and deletion of agendas are carried out by the 2/3rd majority.

6.2.5 After Addition, amendment and deletion of current agendas the first agenda is discussed. In

general meetings, all the general members are free to speak their views on the agenda.

6.2.6 In executive committee meetings, only executive committee members are free to speak. General members are not allowed to speak until approved by the president but can show their presence in executive committee meetings.

6.2.7 Each decision in the meeting regarding any agenda is taken after proper discussion and getting

2/3rd majority of votes from the members present in the meeting.

6.2.8 The Article 9.7 is repeated for each agenda in the current meeting

6.2.9 At the end of agenda and discussion, the President adjourns the meeting, sets the date and

time as well as agendas for the next meeting.

6.2.10 The meeting time is at most 2 hours.

6.2.11 Minutes of the meeting will be recorded by the secretary and sent to the present members for review and verification of all present members. Any absent members can ask for minutes for reviewing the decision.

## ARTICLE 7: Finances

7.1 The source of Finance for the organization are as mentioned below:

7.1.1 Annual Fund from Student Welfare Directorate and Departments, KU. This should be transparent to every member of the organization during AGM.

7.1.2 Membership fee.

7.1.3 Fundraising campaigns.

7.2 The monetary resources of the Organization shall be administered by the Treasurer.

7.3 Any program that raises funds in the name of KUAIC shall deposit money in the account of KUAIC.

7.4 The resources of KUAIC shall be used according to the decision of the executives, majorly for carrying out different programs/activities.

7.5 Decisions regarding the financing of a program shall be carried out according to the decision of the executives.

7.6 Membership fees will be taken from general members and the executive committee members.

7.6.1 Fees for General Members will be Rs.550 (one time).

7.6.2 Fees for Executive Committee Members will be Rs.1000 once elected (every tenure).

#### ARTICLE 8: Launching of programs under KUAIC

8.1 Anyone who is a member of the KUAIC is allowed to present a proposal of a program under KUAIC.

8.2 To launch a program, a written proposal should be submitted to the Secretary at least 20 days

before the launch date.

8.3 The Secretary will have to distribute a copy of the proposal to all the executives for study.

8.4 KUAIC meeting shall be called by the Secretary at least after three days of proposal distribution

and the proposal shall be discussed for feasibility. If needed, one or two representatives from the

organizer shall be invited to the meeting for discussion of the proposal.

8.5 The proposal should be thoroughly studied by all members and its feasibility should be studied

well.

8.6 The budget of the program should be decided by the Treasurer in accordance with the present

financial condition of KUAIC.

8.7 If possible, the program should be self-funding and should find sponsors.

8.8 The rejection of any proposal can be done if:

8.8.1 It isn't related to Artificial Intelligence or doesn't ensure professional and personal development.

8.8.2 It can be rejected if 2/3rd of the executives find it of no use.

8.8.3 If the budget exceeds the amount KUAIC can approach.

8.9 It is the decision of the executive committee for approval or rejection of any program before presenting it to KUAIC advisors.

8.10 If the proposal is found feasible and good enough, it will be approved and a copy of the proposal will be submitted to the Advisory Committee.

8.11 After approval, written notice will be kept at the KUAIC notice board with details of the program.

8.12 After the program, all the materials provided to the organizing committee by KUAIC or department should be returned to respective places. The organizing committee will be strictly responsible for any damage to the provided material.

8.13 After the program, a detailed report should be submitted by the concerned person to the executives for future reference.

8.14 The report should contain following additional materials:

8.14.1 Photos from the site.

8.14.2 Expenses detail.

8.14.3 PAN or VAT bills and receipts as a matter of evidence of expenses, whenever it is possible.

8.14.4 Things to be amended for future launch of similar programs

## ARTICLE 9: Miscellaneous

### 9.1 Relation with the University

9.1.1 The president must be in regular contact with the departments of the Kathmandu University.

The president must settle issues of time, funding etc. for various purposes of the club with the departments.

9.1.2 Faculty members can be requested for the post of advisers, supervisors of a certain committee to facilitate the students during certain projects.

### 9.2 Disciplinary Hearing

9.2.1 The disciplinary hearing shall be called and coordinated by the President (if the president is the accused, then by the Secretary), must have at least one member from every batch and Advisory committee of the club. The decision shall be taken by the disciplinary hearing committee.

9.2.2 The charged member must attend the hearing otherwise shall be suspended from the executive committee.

9.2.3 The appropriate decisions shall be taken by the hearing committee; fines must be issued in case of financial irregularities.

9.2.4 The members if proven guilty should apologize formally.

9.2.5 A member shall be subjected to hearing in case of Article 6.1.11, financial fraud and other serious allegations.

9.2.6 Any executive member is subjected to disciplinary hearing if Vote-of-No-Confidence is passed by 2/3rd majority from the executive committee or general members. The Vote-of-No-Confidence cannot be applied in the first and last quarter of the tenure.

### 9.3 Reversal of Club Decisions

9.3.1 Once the decision is taken by the board, the decision can be reversed only by the vote of general members (2/3rd majority).

9.3.2 The unsatisfied General Member must sign against the decision of the club in presence of at least 2/3rd of board members including the President.

9.3.3 If a member of the board is not satisfied by certain points of a deal but agrees with most of

it,

he/she can put down a note of dissent expressing his views, and voting can take place.

#### 9.4 Amendment of the Constitution

9.4.1 The laws of the constitution can only be changed by a 2/3rd percent majority of the board members and the approval of the advisory.

9.4.2 The proposal of law amendment shall be sent to the Advisory Committee and final decision of

law amendment shall be on the part of the General Members and the Board members.

9.4.3 The amendment made must be published and publicly available, the amendment, if not agreed

upon, could be suggested by the general members in written form within a week of the posting.