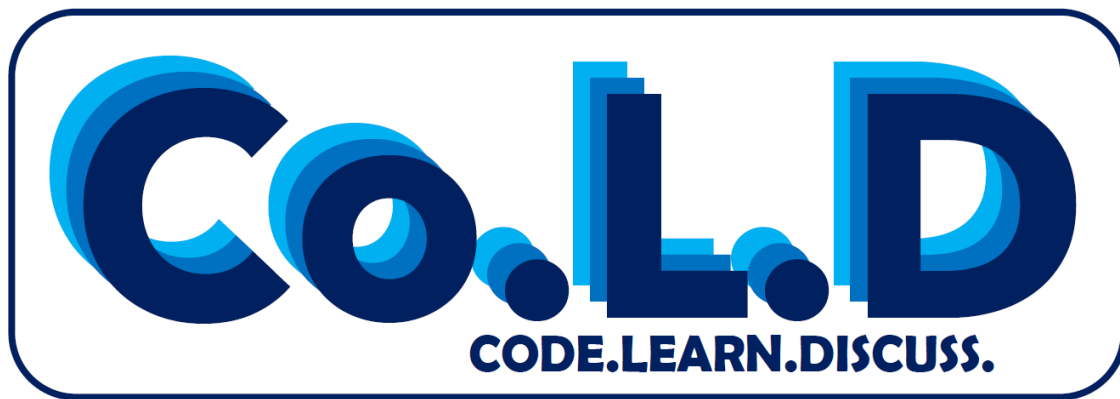


CONSTITUTION & BY-LAWS
of
Co.L.D.
the
Computer Science Club
at School of Engineering, JNU



ADOPTED BY THE CORE COMMITTEE
XX NOVEMBER, 2020

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Preamble

We, the members of Cold, the Computer Science Club at School of Engineering, hereby adopt and establish this Constitution to govern and serve as a guide to the operations within this organization.

Article I: Name

The official name of this organisation shall be “CoLD”. The organisation is established at School of Engineering, Jawaharlal Nehru University.

The motto of the organisation shall be “Code. Learn. Discuss.”

Hereby wherever mentioned in this document “organisation”, “club”, “society” means CoLD, “college” means SCHOOL OF ENGINEERING, JNU.

Article II: Purpose & Objectives

The club aims to:

1. To establish a community among students of School of Engineering who are interested in the field of Computer Science that encourages social, academic, and professional growth
2. To conduct discussions, doubt sessions, competitions and workshops to help members hone their Computer skills
3. To create and collect resources for members on the following topics – Python Language, Java Language, Machine Learning, Android Development, Ethical Hacking, Network Fundamentals, Web Development and many more.
4. To conduct bi-annual bootcamps so as to train students to get familiar with the least basic requirements to be a good computer/electronics engineer
5. To provide training to students in the fields of Competitive Programming and Open Source Project Development by means of courses, workshops, talks and training sessions.
6. To provide educational resources and learning opportunities about cybersecurity (for e.g. network security, physical security, SQL injection, social and reverse engineering, reconnaissance) and other related fields to the members.
7. To help members stay updated with cutting edge developments in the field of Computer Science

8. To help members of the club connect with the local/regional tech community.
9. To conduct activities like Hackathons, CTF competitions, Red Team-Blue Team, cryptography competitions, pen-testing and reverse-engineering contests.
10. To conduct and involve members in Talk Sessions with industry professionals
11. To work and collaborate on open source projects (like Image Enhancer, SoE archives, SoE's own Hackathon framework and others) taken up by the club
12. To provide a platform to members with expertise in specific fields to conduct workshops and training sessions for the benefit of other members.

Article III: Core Committee

The Core Committee of the Club, hereafter referred to as “the Core,” acts as the governing body of the Club and is responsible for operation of the Club and enforcement of the policies and bylaws defined in this Constitution.

Section 1: Eligibility

To be eligible for membership of the Core, a student must maintain an active membership status in the Club for at least one semester. The Core may use discretion to make exceptions to this rule when necessary.

This is not applicable on the founding members of the Core.

Section 2: Roles

The Core shall consist of members with the following roles:

- Two Co-Presidents
- One Director of Business (DoB)
- Five Directors of Technology (DoTech)
- Secretary

Section 3: Duties & Expectations:

1. President
 - Oversee the Club and ensure its smooth operation.

- Define goals for the Core and steps that should be taken to meet those goals.
- Preside over and create agendas for meetings of the Core.
- Act as the liaison between the Club and other College-affiliated organizations.
- Approve budgets created by the Director of Business.
- Lead and assist other members of the Core to ensure fulfilment of duties.
- Ensure that this Constitution is properly observed and followed by all members of the Core and members of the Club.

2. Director of Business

- Coordinate with all members of the Core to determine the financial needs of the Club on an annual basis.
- Coordinate with the Office of the College to determine what resources are available to meet the Club's needs.
- Draft and submit budgets to the President for approval, then submit approved budgets to the Office of the College.
- When necessary, coordinate with both the Core and the Office to arrange fundraising opportunities to clear deficits in the Club's spending account.
- To coordinate and handle all business-related tasks of the Club

3. Director of Technology

- Develop technical curriculum/courses/bootcamps for the Club which are to be conducted on a bi-annual basis
- To lead the development and activities related to a specific branch (said branches being Web Dev., OSS, CP, Infosec) and serve as overall head of one branch
- To hold member meetings and doubt sessions according to need
- To create and supervise projects related to a specific branch.

4. Secretary

- Assist the President with preparing agendas for Core meetings.

- Ensure that members of the Core are aware of upcoming meeting dates and times.
- Take minutes at Core meetings and recount the minutes of the previous meeting.

5. Director of Digital Marketing

- Develop digital marketing campaigns to increase member engagement online.
- Maintain the Club's social media accounts.
- Develop marketing materials according to the Club's design guidelines.
- Coordinate with faculty and staff to have materials published via official channels where necessary.
- Print and distribute physical flyers when necessary.

Apart from the above-mentioned duties, each member of the Core is required to perform some miscellaneous duties if require. These miscellaneous duties constitute:

- Book rooms and spaces promptly in accordance with the Club's event schedule.
- Keep the Club's documents and related materials organized and manage Board members' access to those materials.
- Coordinate with the Core to solidify potential hands-on activities such as workshops and competitions based on the feasibility of implementation.
- Engage and communicate with members of the Club directly and ensure their needs are met when appropriate. This includes, but is not limited to, gauging interest in and seeking suggestions for potential Club activities.

Each member of the core irrespective of role is expected to:

- Develop technical curriculum/literature for hands-on activities as previously mentioned and lead said activities.
- Attend all Core meetings when able.
- Ensure that other members of the Core are fulfilling their duties.

- Speak up when issues are seen with the operation of the Club and the actions of the Board.
- Act as a role model both for members of the Club and the IU community at large.
- Search and establish connections of the Club with the local/regional technical community
- Search for sponsors (fund providing or technical or both) for the Club

The members of the Core have the right to:

- Appoint members as Project Heads/Team Heads for various projects/events/tasks
- Appoint members as volunteers for help in various activities
- Remove a member from the Club if said member is found to violate the Code of Conduct mentioned in Article IV Section 3.
- Initiate projects/arrange meetings/organise events & competitions
- Use Club funds (by official process) in the process of fulfilling the club duties
- Seek partnership from other college clubs/individuals outside the club if required.

Section 4: Appointments

To be appointed to the Core, an eligible member of the Club as defined in Article IV Section 1 must be nominated by the President and confirmed by the rest of the Core via a unanimous vote. The Core shall be allowed time to interview and examine the nominee before a vote is held. If a consensus cannot be reached, the Core may debate until one is reached or request a different nominee. This procedure also applies to the appointment of a new President if the incumbent will not be retaining their role the following semester.

Section 5: Term

Members of the Core shall not be subjected to term limits. Each semester, current members of the Core shall be allowed to retain their roles unless they are impeached, choose to resign, or have graduated, at which point a new member should be appointed to fill that vacancy

Section 6: Impeachment

The Core may impeach and remove any of its members via a 2/3 majority vote if it has been determined that said member has committed any of the following offense:

6. Broken any of the policies or bylaws outlined by this Constitution.
7. Taken an action without approval of the Core that would otherwise require it.
8. Abused their role for personal, political, or financial gain.
9. Appropriated or misused club funds for uses not related to the Club's activities.
10. Failed to perform their duties and/or responsibilities as outlined by this Constitution.

A request to initiate the impeachment process must be presented in writing at an official Board meeting. The written request must include a list of grievances.

Article IV: Membership

Section 1: Eligibility

Membership in the Club shall be open to all under-graduate and post graduate students enrolled in School of Engineering. Each member shall have equal rights and privileges.

Eligibility for membership shall not be limited on the basis of race, religion, national origin, ethnicity, colour, age, gender identity, citizenship or disability.

Section 2: Requirements

Members shall be required to attend at least 75% of the Club's regularly scheduled meetings. Excused absences include College classes, family affairs, and medical appointments, medical emergencies. A 12-hr notice is required in case of medical appointments.

Emergencies are excusable and may not require advance notice. However, it is the responsibility of the member to inform about the said emergency to the Core afterwards.

Section 3: Code of Conduct

All members are expected to adhere to the following code of conduct, else their good standing with the Club is subject to revocation. Particularly, members should not:

1. Harass, discriminate against, or commit acts of violence toward other members of the Club.
2. Use their membership to advertise or sell products and services to other members of the Club without direct approval from leadership.
3. Use their membership to recruit members of the Club for another organization (including commercial entities) without direct approval from leadership.
4. Make false claims about active membership or participation within the Club as defined in Article III Section 2.

The issuing of warnings or revocation of good standing in regard to violations of this code are at the discretion of the Club's leadership.

Section 4: Dues

Members shall not be required to pay dues to retain their membership in the Club.

Article V: Advisors

In addition to the Core, the Club's leadership should include advisors who serve to guide the club and provide resources to the Core when necessary. Advisors are not considered to be members of the Core and do not have voting rights.

Section 1: Faculty Advisors

The club is assigned a Faculty Advisor from the College. Responsibilities of the Faculty Advisor are as follows:

1. Attendance at Core meetings at the request of one or more members from the members of the Core.
2. Oversight of the Club's spending.
3. Representation of the Club's interests within the College

Section 2: Alumni Advisors

The Core may choose to appoint one or more previous members of the Core who have since graduated to assist with operation of the Club as Alumni Advisors. This role may include duties such as giving informal advice, providing external resources, or granting access to one's professional network for use by the Core. A list of current Alumni Advisors should be maintained publicly, but their duties may be communicated informally and do not require documentation.

Article VI: Policies

The club, in its operation and actions, shall adhere to the following policies.

Section 1: Transfer and Distribution of Assets

The Club shall never be operated in a for-profit manner or for the financial gain or profit of any private individual. Any transfer of assets, liquid or nonliquid, from the Club to another entity should be strictly for the direct benefit of the Club's members and should be approved by the Core. Members of the Core shall not take personal possession of any of the Club's assets unless the assets are available and unrestricted to all members of the Club, such as Club merchandise and refreshments at events.

Section 2: Political Activities

The Club shall never participate in the political campaign of any candidate for public office, attempt to influence legislation or public policy, distribute or publish propaganda, or engage in any activities considered to be of a political nature. No assets of the Club shall be transferred to or used for the benefit of any organization that engages in the previously mentioned activities.

Section 3: Data Collection and Data Privacy

It may be useful for the Club to collect data on its members to understand demographics and analyse participation. This shall only include data that is freely shared with the Club via registration on the official roster, optional surveys sent to members via email, and attendance forms. This data shall never be shared with any

entity or individual outside of the Club or used for purposes unrelated to the Club's mission.

Section 4: Finances

The main rights regarding administration and managements of Club funds shall lie with the Co-Presidents and Director of Business. Refer to Article III Section 3 to view the specific clauses regarding arrangement and spending of funds.

Other points to note are:

- There shall be no membership fee to join the Club.
- The Club may take charges for providing services mentioned on the website. The amount of these charges depends on the nature and volume of work in the service.
- The Club may organise paid workshops/training sessions. Participation in such events will require registration fee the amount of which will depend on the event. Participation will not be compulsory for anyone.

Article VII: Activities

Section 1: Club Meetings

An event includes any Club activity that is open to all members of the Club and possibly the public. These events shall be held bi-weekly, serve the objectives outlined in Article II, and be organized by the appropriate parties as outlined in Article IV. Events shall not be held on the following days:

1. Official University holidays and breaks as defined by the Office of the Registrar.
2. Days during the week in which final exams take place
3. Days during a week before the week in which final exams take place ("dead week"), unless the event is considered "low-stakes" and meant to be an opportunity for relaxation.
4. Any day on which a large gathering of people would violate any current laws or University guidelines/policies.

Section 2: Core Meetings

Meetings including all members of the Core and optionally the Club's advisors should be held every two (2) weeks to discuss the Club's current progress, revise the event schedule, and plan new events for weeks that have not been put onto the schedule yet. The President may also call an impromptu Core meeting if no less than 48 hours-notice is given to the rest of the Core members.

Article VIII: Discipline (Members)

Section 1: Rules

All members are required to abide by the prescribed student behaviour according to the College rules and the Code of Conduct mentioned in Article IV Section 3.

Section 2: Complaints and Investigation

1. All complaints alleging violations of the rules mentioned in Article VIII Section I shall be investigated and acted upon.
2. Investigations shall be conducted by the campus administration/college staff according to the prescribed rule.
3. Complaints shall be brought to the attention of the Core by filing a written charge. The Core shall review the charges and conduct preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct has occurred, the Core shall inform of the said misconduct to the Office of the Dean of the College and the member in question via a written complaint. Said member will be given a day's time to approach the Core for perusal.
4. If said member fails to approach the Core within the stipulated time or said misconduct is proven then the membership of the member shall be terminated with immediate effect.
5. The Core has the right to reinstate a member who has been suspended or expelled from the Club.
6. In case of complaints regarding serious misconduct, membership of the convicted member will be immediately terminated along with immediate notice to the Office of the Dean of college and University Administration. Membership will be reinstated later in case complaint is found to be wrong.

Article IX: Miscellaneous

1. The Director of Technology (DoTech) shall have the authority to establish/create new projects as part of club activities. In this case, the DoTech shall have the right to appoint a Project Head and Project Team from among the members of the club for working on the Project.
2. Working of the Project Teams shall depend on the DoTech who initiated the Project. However, the Co-Presidents shall have right to intervene if required.

Article X: Amendments

Amendments and revisions to this Constitution shall be made only after being presented to the Core and passing a unanimous vote by all members of the Core. The front page of this Constitution shall be updated to reflect the date of the changes and a new copy of the revised Constitution shall be made available on the club website.