



**Democratic and Popular Algerian Republic**  
**Ministry of Higher Education and Scientific Research**

**Information Technology Community**

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## ***Internal Regulations 2024/2025***

### **1. General Provisions and Delegation:**

- The general structure of the club consists of:
  - President, Vice-Presidents 1 & 2, Event Coordinator , Training Coordinator , General Secretary, Communication Manager , Tech Leaders , Sponsors Managers , Talant Manager
- The president represents the club in all actions and is responsible for:
  - \* Initiating changes to the club's statutes.
  - \* Approving various events and ideas proposed by members.
  - \* Convening club leaders, presiding over, and directing discussions.
  - \* Facilitating and coordinating the activities of all departments and bodies.
- The communication and graphic design officers must: publish on the website to enrich the club's profile, share important information and visions, strengthen team spirit, motivate and encourage member participation, and build a true club culture. They should also represent the club and maintain a network of journalists in the press and media (radio, television, web), establish, promote, and maintain trusting relationships with other clubs and organizations, and attract and retain new sponsors.

### **2. Laws for Members, Leaders, and Affiliates:**

- Departments are under the direct supervision of the club president and the executive board and must attend and participate in all events due to the generalization of their foundational work.
- The group meets at least once a week to maintain group spirit and solidarity and may also meet at the request of the president or 2/3 of the members
- General assembly is **obligatory**

- Maintain respect within the premises and outside as well:
- Never insult another member.
- Never make gestures that make another member uncomfortable.
- Never argue within the premises.
- Never touch others' belongings.
- It is prohibited to isolate oneself in the premises with the door closed if it leads to misunderstandings.
- Do not take photos of members without their permission.
- Any member having a problem with another member can discuss it with a board member.
- It is strictly forbidden to insult other scientific clubs.
- Our premises are only for the needs of our club members.
- Never bring in a friend who is not a member.
- Do not take club belongings outside the premises.
- Preserve the **cleanliness of the premises**.
- Each member must belong to a team; an **inactive** member in a team without justification will face several sanctions and may be excluded subsequently.
- If a member has a problem with their team, they can contact the board members to resolve the issue.
- Keys, in certain special cases, must remain with the board members.
- What is said inside the club, the ideas formulated, and personal remarks must remain within the club.
- Do not touch the executive board's cabinet (you only have access to the members' cabinet).
- Disciplinary sanctions for leaders and members in case of poor organization, lack of respect, or any actions against the club's rules such as:
  - \* **Warning.**
  - \* **Reprimand.**
  - \* **Exclusion.**

- This internal regulation aims to clarify the club's statutes; it will be provided to all members as well as to each new member.
- Documents (certificates, attestations, etc.) that contain a printed (scanned) seal are not accepted.

***The President.***