



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.