Computer Science and Programming Club Constitution

St. Xavier's College,Maitighar

**Mission Statement:** To foster a culture of learning within the St. Xavier's College community , and to encourage members to seek out opportunities to expand their knowledge on the field of computer science. In addition, students will be able to develop and fine-tune their skills.

**ARTICLE I - NAME**

The name of this club shall be Computer Science & Programming Club

of St. Xavier's College , Maitighar.

**ARTICLE II - PURPOSE**

It shall be the purpose of this club to foster a culture of learning within the St. Xavier's College, and to encourage members to seek out opportunities to expand their knowledge on the field of computer science. In addition, students will be able to develop and fine-tune their skills.

**ARTICLE III - MEMBERSHIP**

This club will be open to all students currently registered at St. Xavier's College.

**ARTICLE IV – OFFICERS AND DUTIES**

Section 1 The Executive Board of the club shall consist of the President, Vice-President, Secretary, and Treasurer.

Section 2 The President shall:

* prepare the meeting agendas;
* have the power to call executive board meetings and all regular and special meetings of the organization;
* appoint a temporary secretary to take minutes when the secretary is absent;
* act as the spokesperson for the organization;

Section 3 The Vice-President shall:

* assist the president with responsibilities as needed;
* carry out the duties of the president in the absence of the president;
* coordinate all social functions of the organization;

Section 4 Treasurer shall:

* expend funds as authorized by the membership of the club
* keep an accurate account of all receipts, membership dues, and expenditures of the club;
* complete, sign, and submit all financial paperwork;
* keep track of the club’s accounts, income, and expenditures;
* give a Treasurer statement of balance at every meeting;

Section 5 The Secretary shall:

* keep a proper record of all activities of the club, including the minutes of every meeting;
* take attendance at all business meetings of the organization;
* prepare a roll call of members and call it when necessary;
* authenticate by his/her signature all records and documents of the organization;
* carry on the official correspondence of the club; which

will be signed by the president

**ARTICLE V - ADVISOR(S)**

The computer science department and its teachers will be the advisors for the Computer Science and Programming Club .

**Article VI - Meetings**

Meetings of the organization shall be held at least once a week during the academic year, unless the club votes with a majority to cancel the next week’s meeting due to not needing it.