

# ACUTIS Constitution

## Preamble

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

## PART-I

1. **Name and Nature:** The official name of the organization is the "**A**ssociation of **C**omputer **U**ndergraduates for **T**ecnical **S**tudies", and is abbreviated ACUTIS or A.C.U.T.I.S. , hereafter referred to as "the Club".

## PART-II

2. **Objective:** The purpose of the Club is to establish a fun, creative environment where like minded individuals can gather to share their love of computers and electronics, in whatever form that may be. It is our mission to foster the educational and social growth of our members throughout their college years and beyond.

## PART-III

3. **Membership Eligibility:** All undergraduate students enrolled at SVCET shall be eligible for membership in the Club, regardless of their ethnicity, nationality, religion, sex, gender, sexual orientation, disability, or age.
4. **Membership Requirements:** To be eligible for a membership, one must be a student enrolled in an undergraduate program at SVCET and follow the student code of conduct. To qualify as a FULL member of the club with all voting privileges, one must be an undergraduate student who is taking a computing science course, be an active member of the club and have good standing with the club. Any other undergraduate students who wish to be a part of the club will be considered ASSOCIATE members. Associate members do not have voting privileges.
5. **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:
  - Harass, discriminate against, or commit acts of violence toward other members of the Club.
  - Use their membership to advertise or sell products and services to other members of the Club without direct approval from leadership.

- Make false claims about active membership or participation within the Club as defined in Part III Article 4.

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.

6. **Dues:** Members shall not be required to pay dues to retain their membership in the Club.

## PART-IV

7. **Executive Board:** The Executive Board of the Club, hereafter referred to as "the Board," 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.
8. **Eligibility:** To be eligible for membership of the Board, a student must maintain an active membership status in the Club for at least one semester. The Board may use discretion to make exceptions to this rule when necessary.
9. **Roles:** The Board shall consist of members who hold the following roles: President, Vice President, Director of Events, Director of Digital Marketing, Senior Representatives and Junior Representatives. Each role shall be designated to one (1) member of the Board, with the exception of Senior Representative (formerly two (2) positions, Third and Fourth Year Representatives) and Junior Representative (formerly two (2) positions, First and Second Year Representatives).
10. **Duties & Expectations:** Members of the Board who hold each of the roles defined in Part-IV Article 9 shall have (but not be restricted to) the following duties:
  - a. **President**
    - i. To oversee all organizational activities,
    - ii. To serve as the official representative of the organization,
    - iii. To appoint members to various committees,
    - iv. To delegate any of his/her powers to any of the elected official at his/her discretion,
    - v. To call meeting of the Executive Board at his/her own initiative or at request of a majority of the Executive Board,
    - vi. To chair all meetings of the Executive Board,
    - vii. To chair meetings of the general membership or may delegate chairmanship to the Vice-President or the next most senior officer.
  - b. **Vice President**

- i. To chair all general membership meetings in absence of the President,
- ii. To organize, oversee, and maintain all of the organization's computers and related equipment,
- iii. To call special meetings of the membership on his/her own initiative, at the request of the President or at the call of the majority of the membership
- iv. To chair meetings of the Executive Board in the absence of the President,
- v. To maintain, organize, and update the files and oversee their circulation among the membership,
- vi. To assist the President.

**c. Director of Events**

- i. Itemize tasks necessary to organize specific Club activities and delegate those tasks to the appropriate parties.
- ii. Maintain a schedule of the Club's upcoming events as well as a list of backup events that can easily be added to the schedule when necessary.

**d. Director of Digital Marketing**

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

**e. Senior Representative**

- i. Senior liaison between the executive council and members of the student body in their third or higher year of a Computing Science undergraduate program.
- ii. Organization of computing science graduation related activities and notices

**f. Junior Representative**

- i. Junior liaison between the executive council and members of the student body in their second or lower year of a Computing Science undergraduate program.
- ii. Prepare and organize the Computing Science orientation.

In addition to the duties outlined above, all members of the Board are expected to do the following:

- 1. Attend all Board meetings when able.
- 2. Ensure that other members of the Board are fulfilling their duties.

3. Act as a role model both for members of the Club and the SVCET community at large.

**11. Appointments:** To be appointed to the Board, an eligible member of the Club as defined in Part IV Article 8 must be nominated by the President and confirmed by the rest of the Board via a unanimous vote. The Board shall be allowed time to interview and examine the nominee before a vote is held. If a consensus cannot be reached, the Board 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.

**12. Term Limits:** Members of the Board shall not be subjected to term limits. Each semester, current members of the Board 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.

**13. Impeachment:** The Board 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 offenses unbefitting as a member of the board. 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.

## PART-V

**14. Advisors:** In addition to the Executive Board, the club is assigned a Faculty Advisor from the University. Faculty Advisor shall be representative of the Club's interests within the University. Advisors are not considered to be members of the Executive Board and do not have voting rights.

## PART-VI

### **15. Activities:**

- a. **Events:** An event includes any Club activity that is open to all members of the Club and possibly the public. These events shall be held weekly, serve the objectives outlined in Article 2, and be organized by the appropriate parties as outlined in Article 10. Events shall not be held on the following days:
  - i. Official University holidays and breaks.
  - ii. Days during the week in which final exams take place.
  - iii. Any day on which a large gathering of people would violate any current laws or University guidelines/policies.
- b. **Board Meetings:** Meetings including all members of the Executive Board and optionally the Club's advisors should be held every Saturday 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 Board meeting.

## PART-VII

**16. Policies:** The club, in its operation and actions, shall adhere to the following policies.

- a. **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.
- b. **Notification of Leadership Changes:** At the beginning of each semester, the Luddy Office of Student Engagement shall be notified of changes to the Executive Board's membership and be provided with the contact information of all new members.

## PART-VII

**17. Amendments:** Amendments and revisions to this Constitution shall be made only after being presented to the Executive Board and passing a unanimous vote by all members of the Board. 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 to the public immediately.