



# Constitution of Software Development Club

## IIT Delhi

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## **Preamble**

The Software Development Club (hereafter called the Dev Club) shall aim at improving the applied computer science culture in the college and thrive to instill such skills in the students of this college. All of the club's activities shall be performed in accordance with the rules and regulations laid down in this constitution. All of the team members are thereby, bound to follow the rules of this constitution and any breach of any clause in this constitution is liable for disqualification as a member of the club.

## 1 Objectives of the Club

The Dev Club of IIT Delhi shall carry out the following objectives with all means and efforts. The club and its members, hereby, resolve to the following objectives:

- (1) The main objective of the Club shall be to **revive, maintain and popularise applied computer** science aspects within the students of this prestigious institution.
- (2) The Club shall pursue the **development of interesting and useful solutions**, to the above end. Such solutions are to be developed that are feasible to incorporate in the prevalent scenario and that can provide some definite utility to the student fraternity of this college, in specific and the society, in general.
- (3) The Club is also focussed on popularising this move among the new batches so that they get **ample grooming** and henceforth, provide them opportunities to hone their skills.
- (4) In the long term, the Club shall aim to produce such **skillful set of students** in the campus so that any software or platform based requirements for the campus may be fulfilled by Dev Club.
- (5) The Club shall take the responsibility to facilitate IIT Delhi to produce **creative and innovative leaders** in the industry of technology and innovation.
- (6) The Club shall aim to **instill exemplary collaborative work ethics** amongst the members and coordinating students, which shall greatly help them in the future.
- (7) The Club shall aim to provide a **simulation of the outside world** to the students by the use of collaborative projects and organised sessions.
- (8) The Club can also take up external projects from the industry, startups and also has the freedom to charge payments either in cash or in kind for the work done.

## **2 Team Composition and Tenure**

### **2.1 Constituent Teams**

#### **2.1.1 Core Team**

The Core Team shall consist of :-

- (1) The President
- (2) The Secretary
- (3) The Manager
- (4) One Representative from all other teams as described below

#### **2.1.2 Development Team**

The team shall consist of a minimum of three student members.

#### **2.1.3 Design Team**

The team shall consist of a minimum of three student members.

#### **2.1.4 Maintenance Team**

The team shall consist of a minimum of two student members.

#### **2.1.5 Public Relations Team**

The team shall consist of two student members who are also part of one of the other teams.

### **2.2 General Rules**

- (1) The student members of any team are free to migrate to other teams (except the core team) with the permission of the Secretary subject to the condition that the minimum number of members in all teams remain satisfied.
- (2) A team may be split into sub-teams with a project assigned to each team along with a mutually appointed project head. The size of the sub-teams may vary depending on the size and duration of the project
- (3) The acting head of the team will also be the representative of the team in the core team meetings.
- (4) It may be possible for a single member to be a part of more than a single team. However, such an involvement shall be approved by the Secretary of the Core Team.

### **2.3 Tenure of Office**

- (1) The tenure of office of The Secretary shall be one year, expiring the day the academic year ends.

- (2) The tenure of office of The Manager shall be one year, expiring the day the academic year ends.
- (3) The members of all the teams will be reassigned into new or the same teams at the end of the academic year.

## **2.4 Meeting Proceedings**

- (1) The President shall be the chairman of the Core Team
- (2) The President or the Secretary in consultation with the president , may invite any other person to participate in a meeting of the Core Team. Such a member shall not have any voting rights.
- (3) The Core Team shall meet as many times as deemed necessary, subject to a minimum of three meetings per semester.
- (4) The Secretary shall be the convener of the Core Team.

### **3 Elections**

#### **3.1 Elections of members of the Core Team**

##### **3.1.1 The Secretary**

- (1) The election of the Secretary would be held before the recruitment of new members of all other teams.
- (2) A new recruit would not be eligible for the post of Secretary. In other words, a candidate must have been a part of DevClub for at least 1 year to consider himself/herself eligible for this post.
- (3) A candidate must secure at least half the valid votes to win the election. In case there is no clear winner, a re-election would be held among the top 2 candidates of the previous election.

##### **3.1.2 The Manager**

- (1) The election of the Manager would be held before the recruitment of new members of all other teams.
- (2) A new recruit would not be eligible for the post of Manager. In other words, a candidate must have been a part of DevClub for at least 1 year to consider himself/herself eligible for this post.
- (3) A candidate must secure at least half the valid votes to win the election. In case there is no clear winner, a re-election would be held among the top 2 candidates of the previous election.

##### **3.1.3 Representatives from every other team**

- (1) Candidates wanting to represent their team in the Core Team cannot be new recruits if their team consists of a person who has at least one year experience in DevClub. However if a team consists of only new recruits, each of them is eligible to be a member of Core Team.
- (2) Each team elects one of its member to be a member of the Core Team by holding internal elections before the end of the Academic Year or in the beginning of next academic year.
- (3) New recruits cannot vote in those elections if there are members with at least one year experience in that team. This implies that if a team has only one senior member, he is directly elected to be the representative in the Core Team. However if a team consists of only new recruits, each of them can take part in the election.
- (4) The candidate with highest number of votes is winner of the election.

#### **3.2 Recruitment of new members**

- (1) Each team may consist of some members who've been a part of the club.
- (2) Before the end of each academic year, the club members ( who don't hold the positions of Manager or Secretary and wish to remain a part of the club) divide themselves among the teams as per their strengths and weaknesses.

- (3) The new members are then recruited into appropriate teams based on their choices, the efforts they put in the recruitment test, their skillset and the discretion of the senior members.
- (4) The Manager has discretion over the process to be followed for the recruitment of new members and the number of student members to be recruited in all the teams.

### **3.3 General rules regarding the elections**

- (1) A single person cannot hold the position of Secretary as well as the Manager.
- (2) The Secretary and The Manager cannot hold the office for more than 2 years.
- (3) If the Secretary or the Manager resigns, new election would be held within a period of 2 weeks.
- (4) If a team needs more members (maybe because of someone's resignation or a large project), a non team member, with the Manager's permission, may assist that team.

### **3.4 Grounds for Disqualification**

- (1) If a member of any of the constituent teams fails to carry out any of his/her duties as a member of the DevClub, he/she is liable to lose his membership of the club as per the discretion of the Secretary, in consultation with the Manager.
- (2) If a member has repeatedly failed to show up on team meetings and has not been actively participating in the activities of the club, he/she is liable to lose his membership of the club as per the discretion of the Secretary, in consultation with the Manager.
- (3) The secretary/manager may be removed, if two-thirds of his/her electorate vote for his/her removal in a vote of no confidence. A vote of no-confidence shall be considered if at least one-third of the concerned electorate petition in writing to the President to do so. A vote of no-confidence against any post can be moved only once in an academic year.
- (4) An incumbent member/office bearer once removed shall not be eligible for re-nomination/re-election for that academic session.
- (5) Vacancies resulting from any cause shall be filled as prescribed within 10 institute days.



## 4 Functions of Teams

The prime functions of the club is to bring out the culture of software development amongst the students of IIT Delhi.

- The club shall be responsible for the development of the Websites/Applications for the professors as when required by them.
- The club shall be responsible for the development of the websites/applications for various fests of IIT Delhi.
- The club shall be responsible for the continuous participation from IIT Delhi in various worldwide hackathons and competitions.
- The club shall be responsible for the technical work required by IITD alumni for their startups/projects.

### 4.1 The Core Team

- (1) Core Team shall be responsible of the overall management of the Club/Activity and will overlook the working of other teams under it.
- (2) Core Team shall be responsible for arranging funds for the club events, projects and necessary technologies needed for development
- (3) Core Team shall be responsible for planning and organising events/lectures of the club and also arrange all necessary institute permissions for the same.
- (4) Core team and Public Relations team together shall be responsible for the accommodation and facilities of visitors in case of a big event.

### 4.2 The Developer Team

- (1) Developer Team shall be responsible for development of primarily the backend of new softwares and also of any major change being brought about in prior projects of the club.
- (2) Developer Team shall be responsible for making a detailed report about the project to help a new member understand about the project

### 4.3 The Design Team

- (1) Design Team shall be responsible for the front end design, presentation and look of the softwares being developed or developed in the past by the club.
- (2) Design Team shall be responsible for designing the posters of the events conducted by the club

### 4.4 The Maintenance Team

- (1) Maintenance team shall be responsible for the deployment of the projects developed by the club at required places.

- (2) Maintenance team shall be responsible for the continuous updating of the projects and ensuring the maintenance of the deployed version.
- (3) Maintenance team shall be responsible for continuous minor improvements and bug-fixes in the deployed softwares.

#### **4.5 The Public Relations Team**

- (1) Public relations team shall be responsible for the management of the social media accounts of the club and timely response of the queries about the club.
- (2) Public relations team shall be responsible for publicizing the events of the club both in and out of campus.
- (3) Public relations team shall be responsible for contacting and inviting prominent personalities for time to time lectures and interactions to IIT.
- (4) Public relations team along with core team shall be responsible for the accommodation and facilities of visitors in case of a big event.

## 5 Team Guidelines

Each project taken up by the club can span across multiple teams, with each team responsible for a certain module of the project. These team compositions and functions will be decided with inputs from all club members interested in contributing to the particular project.

- (1) The initial phase for any project will consist of forming a document describing the **objectives** of the project, meaning what **functionality** will the final product serve. This document must also be detailed with respect to how the **end user experience** of the product will be. It is essential that these points in this document are kept in mind during the entire course of development. Inputs from all members of the club are welcome for this part.
- (2) The concerned teams will then decide on the **actual implementation** of the project , which includes things like agreeing on the tech stack to be used for the project, the division of work into modules, and a Plan of Action for the project. Each major decision regarding the implementation will be well documented, including the **Plan of Action** and the **timeline** decided for the work.
- (3) Each team will consist of 1-2 heads responsible for coordinating the work assigned to the team and communicating with other teams as work progresses. There will be a dedicated git repository for each module that is handled by a team. The code should be modularised and commented/documented in a manner that another member can join in and contribute even mid-way during a project.
- (4) There shall be scheduled Full Team Meetings. Each team shall have to showcase the work done since the last such meeting. Such Team Meetings shall be utilised to discuss the further course of action and reviews about the work done till then.
- (5) In case the club takes up a monetary project then the total amount raised by the club shall be distributed as follows:
  - 50% of the total amount must go to the club funds.
  - Rest 50% should be distributed equally among the members of the club who were working in the project.
  - The Secretary of the club with the approval of the President has the freedom to remove a member from a project if he/she feels that the concerned member is not contributing to the project. In such a scenario, the concerned member will not be eligible for the monetary compensation.

## 6 Amendments to the Constitution

The constitution may be subjected to future amendments in order to be flexible with the current needs and requirements. Any generic amendment to the constitution must be proceeded in the following format:

- (1) The Core Team shall hold a meeting for the passing amendment and put to vote the clauses of the amendment.
- (2) The Amendment shall be deemed to be passed if the amendment receives more than fifty percent of the full capacity of the core team present during the time of voting.
- (3) A proper draft of the amendment shall be sent to all of the teams, before the amendment is put to vote, either over mail or in writing, whichever may seem suitable to the Secretary of the core team.
- (4) Any change to the amendment, proposed by any of the teams shall be entertained by the core team only until the amendment is not put to vote. Once an amendment is passed, any other change can be brought about only by the means of another amendment.

Besides the above requirement, any amendment changing the structure of the organisation, which includes the election method, addition in the team, changes in the objectives, method of amendments, must necessarily require the consent of the President. Moreover, such an amendment shall not be accommodated within the constitution until the afore-mentioned requirement is completed.