**ENIGMA**

# Computer Science Club (CSC)

# ICFAI Tech School

# The ICFAI University, Dehradun

# 

Guidelines/Rules/Code of Ethics

Article 1 – Purpose

1.1 To encourage and strengthen community between students of computer science and other students, the Department of Computer Science.

1.2 To spread information about computer science and technology through lectures, seminars, publications, and events.

Article 2 – Structure

**2.1 Executive Committee**

A member of the Executive Committee must be a member of the club.

● President

● Vice President

● Treasurer

● Office Manager

● Communication Head

**2.1.1 Duties and Details of Executive Committee Members**

## **President**

**Duties**

● Ensure all executive members are able to fulfil their duties to the best of their ability

● Chair executive committee meetings, Declare start and end of meetings. Direct meeting content and topics. Record meeting minutes. In the event of an executive member’s absence determine if it’s an excused absence.

● Assume and/or reassign responsibility of an executive position: Should an executive member be unable/unwilling to fulfil their duties, the president has the obligation to take on said executive's duties and/or reassign them to another executive member

● be held accountable for actions of all executive members, The president is

Responsible for ensuring proper etiquette is followed by all executive members

● Ensure proper communication between CSC and Computer Science Department liaison

## **Vice President**

**Duties**

● Assume all duties of the President as required or designated

● Assist all members in fulfilling their duties.

● Ensure proper communication between CSC and Computer Science Department liaison.

● can call upon any executive member for assistance.

## **Treasurer**

**Duties**

● Maintain organized records of all CSC revenues and expenditures.

● Ensure CSC is operating within its budget.

● Provide access to CSC finances for events and venues.

## **Office Manager**

**Duties**

● Ensure the ledger is kept accurate

● Responsible for Documentation.

## **Communication Head**

**Duties**

● Responsible for communication.

● all the information about upcoming Events will be shared by him/her to all the members of CSC.

## **2.2 Non-Executive Committee**

A member of the Non-Executive Committee must be a member of the club.

● Advisor

● Volunteer

**2.2.1 Duties and Details of Non-Executive Committee Members**

## **Advisor**

● Advisor must be the 4th year student of CSE branch.

●Advisor will give advice when asked upon by the Member of Executive Committee.

## **Volunteer**

**Duties**

● Responsible for doing work assigned by Executive Members of CSC.

**2.3 Shared Duties and Responsibilities between Executive Committee**

**Duties**

The Executive Committee must fulfil the following duties annually

1. Executive Meetings – must be held at least two times in a month. Executives are expected to attend

2. Meeting Minutes – must be recorded at each meeting and made available

to CSC.

3. Budget of any event organized by CSC must be discussed and finalised by all the members of executive committee.

**Details**

● All members are required to attend 75% of the terms executive meetings, those who do not make this quota will be up for suspension.

● Do not act in a way that would reflect poorly on the CSC ­ be courteous

**Financial Authorities**

The President, Vice President, Office Manager, and Treasurer will have signing authority.

**2.4 Suspension of Executive Member**

● Member is immediately relieved of all duties and powers for one month

● Executive Members reassign suspended members’ duties

**2.4.1 Expulsion of CSC Executives**

# Conditions for Expulsion

The executive in question has intentionally failed to fulfil duties, conducted themselves in such a fashion as to damage the reputation of the CSC, or has intentionally harmed the wellbeing of a fellow member or staff, is eligible for a motion of expulsion.

# Raising an Executive Expulsion

* Raising a motion to expel an Executive Committee member can only be initiated during an Executive Meeting when 80% of the Executive Committee are present. The executive in question is required to leave the room until voting is completed.
* Expulsion of the President must be raised by an Executive Committee member other than the President or Vice President. This motion cannot be vetoed by the President.
* Expulsion of Non­President Executive Committee member can be raised by any other Executive Committee member.

# Resolving Raised Expulsion

* A 2/3 of Executive Committee present must vote in favour of expulsion.

## Expulsion of a non­President Executive

● Member is immediately relieved of duties and powers, and removed from the Executive Committee

● Remaining executives then delegate expelled members duties to remaining

Executives

## Expulsion of the President

● President is immediately relieved of duties and powers, and removed from the Executive Committee

● Vice President takes over all Presidential duties and responsibilities

**2.4.2 Expulsion of Non Executives**

# Conditions for Expulsion

The member in question has intentionally conducted themselves in such a fashion as to damage the reputation of the CSC, or has intentionally harmed the wellbeing of a fellow member or staff, is eligible for a motion of expulsion.

## Expulsion of the Member

* A 2/3 of Executive Committee present must vote in favour of expulsion.

**2.5 Members and Membership**

Any registered undergraduate Computer Science Engineering (CSE) student of the ICFAI Tech School , The ICFAI University, Dehradun is eligible for CSC membership.

**2.5.1 Member Powers**

● All registered CSC Members are allowed to raise a motion

● Members are allowed to attend CSC meeting when invited by Executive members.