Premier University Chittagong

Department of Computer Science and Engineering

"Constitution of the
Premier University Computer Club (PUCC)"

Premier University Computer Club

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Article 1: Name and Logo

1. The name of this organization shall be the **Premier University Computer Club (PUCC)**.
2. This logo represents Premier University Computer Club.

Figure 1.1: Premier University Computer Club Logo

Article 2: Purpose

1. The purpose of PUCC is to:
    - Foster technical excellence by providing a platform for students to explore and specialize in various domains of technology.
    - Encourage interdisciplinary collaboration, innovation, and teamwork among members.
    - Prepare members for academic competitions, certifications, and professional opportunities.
    - Promote community engagement, mentorship, and outreach through technological initiatives.

Article 3: Club Branding and Publicity

1. All club events and materials must align with PUCC's branding and values.
2. Public Relations Officers are responsible for maintaining a positive public image.

Article 4: Membership

Section 4.1: Eligibility

1. Membership is open to all students of the Premier University CSE Department who demonstrate interest, passion, and dedication to the club's activities.
2. Membership categories:
   - **Members:**
     - Students of any semester can join the Competitive Programming wing.
     - Students in the 5th to 8th semesters can join any other wing.
   - **Observers:**
     - Students in the 1st to 4th semesters (excluding Competitive Programming) who wish to learn and prepare for full participation.
3. Members must register and be approved by the President or Vice President.

Section 4.2: Membership Renewal

1. Membership must be renewed at the start of each semester through a registration process.

Section 4.3: Membership Termination

1. Members may resign by notifying the Secretary and returning borrowed club property.
2. Membership may be terminated due to rule violations, misconduct, or inactivity, as determined by the executive team.

Article 5: Organizational Structure

Section 5.1: Executive Team
The leadership roles and responsibilities are as follows:

1. **President**
   o Lead meetings, events, and strategy discussions.
   o Represent the club in official matters and liaise with university authorities.
   o Ensure coordination between the wings and the executive team.
   o Resolve conflicts and ensure effective communication within the club.
2. **Vice President**
   o Support the President in managing day-to-day operations.
   o Oversee the execution of events and initiatives.
   o Maintain standards in wing operations.
3. **Secretary**
   o Maintain meeting minutes and club records.
   o Organize and manage club events and meetings.
   o Handle club correspondence and announcements.
4. **Division Lead** (1 Lead per Division; 7 in total)
   o Plan and execute wing-specific activities and events.
   o Report progress to the President and Vice President.
   o Guide members within their division and ensure team collaboration.
5. **Treasurer**
   o Prepare and maintain the club's financial records.
   o Oversee budgeting for events, workshops, and competitions.
   o Handle funding requests and report on the financial health of the club.
6. **Recruitment and Public Relations Officer**
   o Manage recruitment drives and onboarding new members.
   o Organize and promote club events on social media and other platforms.
7. **Executive Member** (7 members total)
   o Assist in organizing events, workshops, and contests.
   o Take on specific tasks as needed by the President, Division Leads, and Recruitment Officer.
8. **Trainers** (As needed)
   o Conduct regular training sessions on topics relevant to their expertise.
   o Guide members in their learning journeys, offering one-on-one support when needed.
   o Create and curate educational materials and resources for the club's development activities.

Section 5.2: Wings
The club will have the following specialized wings:

1. Web Development
2. DevOps
3. Linux-Based Networking
4. Deep Neural Research
5. Game and Mobile Development
6. IoT and Embedded Systems

Each wing will have a Division Lead for oversight and guidance.

Article 6: Rules and Regulations

Section 6.1: Code of Conduct

1. All members must maintain a respectful and inclusive environment. Discrimination, harassment, or any form of misconduct will not be tolerated.
2. Friendly competition is encouraged, but collaboration and teamwork take precedence. Members should prioritize mutual support and constructive feedback over individual success.
3. Members are expected to behave professionally during club meetings, workshops, events, and external collaborations.

Section 6.2: Attendance and Participation

1. Regular attendance at weekly or monthly meetings is expected of all members. Members must inform the club if they are unable to attend.
2. Members are expected to actively engage in club events, workshops, contests, and community activities.

Section 6.3: Responsibilities of Members

1. Members should actively participate in activities within their respective wings, such as workshops, competitions, and community events.
2. Club materials, equipment, and digital assets must be treated with care. Misuse or damage will result in disciplinary action.
3. Members involved in projects or competition teams must contribute their time and effort to ensure success.

Section 6.4: Club Property and Resources

1. Equipment must be handled with care, with borrowing requiring prior approval from the executive team.

Section 6.5: Discipline and Conflict Resolution

1. Violations of rules or misconduct may result in disciplinary actions, including warnings, event suspensions, or membership termination.
2. Conflicts will be addressed transparently, escalating to the President, Vice President, or Advisor if unresolved.

Article 7: Amendments

1. Rules may be amended by the committee with majority approval from active members.
2. Amendments will be communicated to all members promptly.

Article 8: Advisor

1. A faculty member will act as the club's Advisor, providing guidance and oversight.
2. Responsibilities include:
   - Approving budgets and major decisions.
   - Resolving disputes and mentoring members.

Article 9: Leadership and Elections

Section 9.1: Election Process

1. General elections for leadership roles will be held at the start of each semester.
2. Elections will be overseen by the Advisor to ensure fairness.

Section 9.2: Leadership Terms

1. Leadership roles are held for one semester, with an option for re-election.

Section 9.3: Leadership Transition

1. Outgoing leaders must document projects and provide handover notes.
2. Incoming leaders will receive mentoring from predecessors.

Article 10: Meetings

1. **General Assembly**: Held at the start of each semester for elections and goal-setting.
2. **Executive Meetings**: Conducted monthly to review progress.
3. **Wing Meetings**: Organized as needed by Division Leads.

Article 11: Events and Activities

1. **Workshops and Seminars**: Each wing will organize at least one workshop or seminar per semester.
2. **Competitions and Hackathons**: Organize internal and external contests to enhance skills.
3. **Community Engagement**: Activities such as coding camps and mentoring programs will be offered.

Article 12: Alumni Engagement

1. Alumni may conduct guest lectures, mentorship programs, and collaborative projects.
2. The club will maintain an alumni database to strengthen long-term ties.

Article 13: External Collaborations and Sponsorships

1. Collaborations must align with the club's mission and values.
2. The executive team and Advisor oversee sponsorships and agreements.
3. Sponsorship benefits are reinvested into club activities.

Article 14: Competitions and Awards

1. Members are encouraged to participate in regional, national, and international competitions.
2. Outstanding contributors will be recognized with awards and certificates.

Article 15: Inter-Club Collaboration

1. PUCC will collaborate with other university clubs and external organizations for joint events.
2. Such collaborations must be approved by the executive team and Advisor.

Article 16: Career Development

1. Organize resume-building workshops, mock interviews, and coding challenges.
2. Partner with alumni and professionals for referrals and placement support.

Article 17: Community Engagement and Social Impact

1. Undertake projects addressing societal challenges, such as accessibility tools or disaster response systems.
2. Offer free workshops for local communities to promote technical literacy.

Article 18: Wing Collaboration

1. Wings are encouraged to collaborate on multidisciplinary projects and events.
2. Joint initiatives will be coordinated by the Vice President and Division Leads.

Article 19: Mentorship Program

1. Senior members will mentor new members, particularly observers, to foster learning and growth.
2. Mentorship sessions will include skill development, career guidance, and project collaboration.

Article 20: Dispute Resolution and Grievances

1. Disputes are mediated by Division Leads or the Secretary, escalated to the Vice President, and resolved by the President or Advisor if needed.
2. Members can file grievances anonymously.

Article 21: Conflict of Interest

1. Executive members must disclose any conflicts of interest regarding collaborations or funding.
2. The Advisor will mediate such situations to ensure transparency.

Article 22: Data Protection and Privacy

1. Member data will be collected only for official purposes and handled securely.
2. A privacy policy will be shared with members during registration.

Article 23: Intellectual Property

1. Projects developed under the club's name or resources belong to the club.
2. Contributors will be credited for their work.
3. Open-source projects are encouraged, where applicable.

Article 24: Annual Review and Reporting

1. An annual report summarizing activities, achievements, and financials will be prepared by the Secretary and Treasurer.
2. Feedback from members will guide improvements for the next year.

Article 25: Documentation Standards

1. All projects must follow proper documentation standards, ensuring they are reusable and shareable.
2. Project leads are responsible for overseeing documentation.

Article 26: Resource Management

1. Club resources, such as software licenses and equipment, must be used responsibly.
2. The Treasurer maintains a record of resource usage and allocation.

Article 27: Crisis Management

1. The executive team will respond swiftly to crises, such as technical issues or event cancellations.
2. An emergency fund (managed by the Treasurer) will cover urgent financial needs.

Article 28: Dissolution

1. In case of dissolution, all financial accounts must be settled by the Treasurer.
2. Remaining funds and assets will be donated to the university or another organization as determined by the Advisor.

Revision History

1. 1st Draft (10/12/2024) By Rayanul Kader Chowdhury