



# 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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## Introduction

The Premier University Computer Club (PUCC) was established in the fall of 2019 by the students and faculty of the Department of Computer Science and Engineering. Since its inception, the club has served as a hub for fostering talent, collaboration, and innovation in the field of computer science. The official inauguration of the club, along with its logo, was graced by the honorable Vice-Chancellor of Premier University, marking a significant milestone in its journey.

Initially, PUCC focused on competitive programming, achieving remarkable success, including participation in the ICPC Asia-West Finals and consistent representation at ICPC regional contests. Over the years, the club has expanded its activities to include hosting IT fests, organizing competitions, and securing victories in inter-university contests, thereby establishing itself as a center of excellence.

In the fall of 2024, PUCC entered a new phase of growth with the establishment of six additional wings: Web Development, DevOps, Linux Based Networking, Game and Mobile Devs, Deep Neural Research, and IoT & Embedded System Innovators. Alongside these expansions, the club unveiled a refreshed brand identity, including a new logo, and adopted its first formal constitution to guide its operations and growth.

Our motto, “*Challenging boundaries, reaching new heights,*” encapsulates the spirit of PUCC. The club aims to equip its members with industry-relevant skills, foster a community of like-minded individuals, contribute to society through meaningful work and engagement, prepare members for competitions, and nurture values of collaboration, innovation, and teamwork. PUCC is committed to shaping its members into not just skilled professionals but also impactful individuals who contribute positively to the broader society.

# Article 1: Name, Guiding Motto and Logo

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## Section 1: Name

The name of this organization shall be the **Premier University Computer Club**.

## Section 2: Abbreviation / Alternative Name

The abbreviation of the Premier University Computer Club shall be “**PUCC**”

## Section 3: Guiding Motto

Our guiding motto shall be

*“Challenging boundaries, reaching new heights.”*

## Section 4: Logo

This logo shall represent Premier University Computer Club.



**Figure 1.4.1:** Premier University Computer Club Logo.

## Article 2: Purpose

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### Section 1: Vision

Vision of Premier University Computer Club shall be

*“To empower individuals through innovation, collaboration, and excellence, fostering a community that pushes boundaries and drives meaningful impact in technology and society.”*

### Section 2: Missions

The missions of Premier University Computer Club wings is to:

#### 1. Competitive Programming Wing

*"To nurture problem-solving skills, foster analytical thinking, and prepare members for national and international programming competitions."*

#### 2. Web Development Wing

*"To equip members with the knowledge and tools to design, develop, and deploy modern, user-centric web applications that meet industry standards."*

#### 3. DevOps Wing

*"To bridge the gap between development and operations by fostering expertise in automation, cloud computing, and infrastructure management."*

#### 4. Linux-Based Networking Wing

*"To build a strong foundation in Linux systems, networking, and security, empowering members to manage and innovate in IT infrastructure."*

#### 5. Game and Mobile Development Wing

*"To inspire creativity and technical mastery in developing engaging games and user-friendly mobile applications for diverse platforms."*

#### 6. Deep Neural Research Wing

*"To advance knowledge in artificial intelligence, machine learning and deep learning by exploring cutting-edge models and real-world applications."*

#### 7. IoT & Embedded System Innovators Wing

*"To innovate in the fields of IoT and embedded systems by developing smart solutions that integrate seamlessly into everyday life."*

## **Article 3: Membership**

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### **Section 1: Joining Criteria and Membership Process**

#### **Open Membership**

Membership is open to all disciplines and currently enrolled students of Premier University who demonstrate interest, passion, dedication to the club's activities and adhere to the club's Code of Conduct.

#### **Registration and Approval**

1. Prospective members must complete an application form (physical or digital) that includes personal details, areas of interest, and required documents.
2. Application forms will be available at recruitment events which will be held in the first two weeks of semester.

#### **Evaluation Process**

1. Each applicant is interviewed by a panel of club members who assess their interest, passion, and alignment with the club's goals.
2. Applicants will undergo a review of activity, performance, and ethics by the recruitment panel, which is approved by the President or Vice-President to ensure suitability for membership.
3. Selected applicants will receive a welcome letter or email with details about their membership, upcoming meetings, and expectations and Unsuccessful applicants will be informed politely and encouraged to reapply in the future.
4. The evaluation process will be completed within two weeks of application submission.

#### **Wings Access**

Students can join any wing after becoming a member of the Premier University Computer Club and fulfilling the prerequisites set by each wing.

#### **Late Membership Registration (Special Cases)**

1. In exceptional circumstances where a prospective member misses the recruitment event, late membership applications may be considered.
2. The applicant must contact the Secretary and relevant club officer to request consideration for late registration.

3. The applicant is required to submit a written explanation for missing the event and provide supporting documentation.
4. Late applications will be reviewed on a case-by-case basis by the recruitment panel, with final approval from The President or The Vice-President.

## **Membership Fees**

A nominal fee, decided by the Executive Committee, must be submitted to cover administrative costs.

## **Section 2: Membership Benefits**

**Skill Development:** Improve expertise in fields while enhancing problem-solving skills through challenges and hackathons.

**Career Advancement:** Earn industry-recognized certifications, build professional networks, and showcase expertise with real-world project portfolios.

**Community & Collaboration:** Work on collaborative projects, exchange knowledge with peers, and engage in interdisciplinary innovations.

**Practical Experience:** Gain hands-on experience through workshops, hackathons, and university-level research or capstone projects.

**Exposure to Emerging Technologies:** Explore fields like IoT, Deep Learning, and DevOps using modern tools and frameworks.

**Leadership Experience:** Take on management roles or organize events to develop leadership, organizational, and interpersonal skills.

**Fun and Inspiration:** Enjoy tech quizzes, CTF games, coding marathons, guest lectures, and gamified learning experiences.

**Access to Resources:** Utilize premium tools, learning materials, and university labs for practical learning.

**Personal Growth:** Build confidence, adaptability, and accountability through project ownership and public speaking opportunities.

**Recognition and Rewards:** Earn certificates and awards to highlight achievements and boost resumes.



**Professional Connections:** Connect with alumni, collaborate with industry professionals, and represent PUCC at competitions globally.

**Diverse Learning Opportunities:** Attend seminars, workshops, and self-paced sessions tailored to modern technology trends.

**Department Reputation:** Contribute to elevating the department's status through outstanding performances and innovative projects.

**Entrepreneurship Support:** Develop entrepreneurial skills and access startup incubation programs for innovative ideas.

**Employability Boost:** Improve job prospects with mock interviews, resume reviews, and internship opportunities.

**Soft Skills Training:** Enhance communication, time management, and teamwork skills through collaborative activities.

**Social and Networking Events:** Build lasting friendships and professional connections through meetups and club collaborations.

**Innovation and Creativity:** Work on projects that encourage out-of-the-box thinking and technological advancements.

### **Section 3: Membership Renewal**

A student is a valid member for two consecutive semesters after joining the club. After this period, students must apply for membership renewal to maintain their active status.

1. Membership renewal must be completed at the beginning of each semester during the designated registration event.
2. Eligible students have to submit the renewal registration form along with required documents which must be submitted before the deadline specified in the official notice.
3. Confirm their continued alignment with the club's **Code of Conduct**.
4. Members who remain inactive for one full semester without a valid reason (e.g., medical leave, academic challenges) must undergo a re-evaluation process before being eligible for membership renewal.
5. Members must submit a written explanation of their inactivity and attend a review meeting, if required, with the club's leadership team.
6. The club will send reminders about upcoming renewal deadlines and requirements through official communication channels, such as emails, group announcements, or notice boards.

## **Appeals for Denied Renewal**

In the rare event that a renewal request is denied:

1. The member may submit a written appeal to the Club Advisor within one week of receiving the denial notification.
2. The Advisor will review the appeal and provide a decision within one week.
3. The decision of the Advisor will be final and binding.

## **Renewal Confirmation**

Members will receive an acknowledgment (e.g., email or membership card update) once their renewal is successfully processed.

## **Late Renewals**

Late submissions may be considered under exceptional circumstances, but they must be accompanied by a formal request and supporting documentation.

## **Section 4: Membership Termination**

### **Voluntary Resignation:**

1. Members may resign by submitting a formal resignation letter to the Secretary, which must be approved by the Advisor.
2. Members must return any borrowed club property and settle any pending obligations.
3. A resignation template will be provided upon request to facilitate the process.

### **Involuntary Termination:**

1. Membership may be terminated for violations of the Code of Conduct.
2. Membership may be terminated for misconduct, including harassment, dishonesty, or disruptive behavior.
3. Membership may be terminated for prolonged inactivity, defined as failure to attend three consecutive events of any kind or participation in activities for one semester without valid reasons.
4. Termination decisions are made by the Executive Committee and require approval from the Advisor.

**Appeal Process:**

1. Terminated members may appeal the decision by submitting a formal written request to the Advisor within one week of receiving the termination notice.
2. Appeals will be reviewed, and a decision will be provided within one week.

**Feedback Mechanism**

1. Members (current or former) may provide feedback about the membership processes by anonymous surveys to ensure fairness and transparency.

## **Article 4: Rules and Regulations**

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### **Code of Conduct**

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

### **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 encouraged to actively engage in club events, workshops, contests, and community activities.

### **Responsibilities of Members**

1. Members are expected to 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.

### **Club Property and Resources**

1. Equipment must be handled with care, and borrowing requires prior approval from the Executive Committee.

### **Discipline and Conflict Resolution**

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

## **Article 5: Organizational Structure**

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### **Section 1: Advisor Committee**

The Advisory Committee serves as a guiding body for the Premier University Computer Club, providing strategic direction, guidance, and oversight to ensure the club's long-term growth and alignment with its mission.

The Advisory Committee consists of:

1. The Chairman of the Department of Computer Science and Engineering, who serves as the head of the Advisory Committee.
2. Faculty members from the Department of Computer Science and Engineering at Premier University, Chittagong.

### **Roles and Responsibilities**

1. The committee advises the club on developing programs, events, and initiatives that align with technological trends and the club's mission and vision.
2. Ensures that the club adheres to its Code of Conduct and maintains its professional standards in all activities.
3. Acts as a neutral body to mediate conflicts within the club, ensuring fair and impartial resolutions.
4. Reviews and approves major events, collaborations, and partnerships to ensure alignment with the club's objectives and values.
5. Oversee the election process and ensure the fair and transparent formation of the Executive Committee in alignment with the constitution.

### **Selection Process**

1. The Chairman of the Department of Computer Science and Engineering is automatically designated as the head of the Advisory Committee.
2. Faculty advisors are nominated by The Chairman of the Department of Computer Science and Engineering.

## **Section 2: Mentor Committee**

The Mentor Committee is a core part of the Premier University Computer Club, established to provide hands-on guidance, technical expertise, and career advice to members. Mentors serve as role models and help members navigate challenges.

The Mentor Committee consists of:

1. Faculty Members of Premier University Chittagong.
2. Alumni with technical proficiency and professional experience in relevant fields.
3. Industry professionals and experts with a passion for mentoring students.

### **Roles and Responsibilities**

1. Mentors design and conduct workshops, training sessions, and hands-on projects to help members build technical and leadership skills.
2. Provide guidance and resources to members working on projects, hackathons, or competitions in their respective wings.
3. Assist members in exploring career opportunities, preparing for interviews, building resumes, and earning certifications.
4. Facilitate connections between members and professionals or organizations in the tech industry.
5. Offer constructive feedback on member performance and provide personalized support to help them grow.

### **Selection Process**

1. Mentors are selected based on their expertise, commitment, and alignment with the club's vision.
2. Faculty members are nominated as mentors by The Advisory committee.
3. Senior members and alumni may be nominated by the Executive Committee.
4. Industry professionals are invited based on their qualifications and willingness to contribute.

### **Section 3: Executive Committee**

The Executive Committee serves as the primary governing body of the club, responsible for overseeing all activities, decision-making, and strategic direction. Only currently enrolled students from the Department of Computer Science and Engineering (CSE) at Premier University Chittagong are eligible to serve on the Executive Committee.

#### **Structure of the Executive Committee**

##### **President**

1. Reserved for students from the 8th semester only.
2. Leads the club and oversees all activities, providing guidance and mentorship to all members and committees.
3. Represents the club in official meetings, university events, and external collaborations.
4. Approves major club communications (e.g., announcements, partnership requests, or external-facing documents).
5. Serves as the final decision-maker in cases of disputes or conflicting priorities among the Executive Committee.
6. Actively monitors the club's growth and align activities with annual goals
7. Collaborates with the Advisory Committee for strategic planning and decision-making.
8. Manages and oversees the club's annual planning, including budgeting and resource allocation.
9. Resolves conflicts within the club and maintains a positive, inclusive environment.
10. Represents the club during major funding or sponsorship discussions with external organizations or individuals.

##### **Vice President**

1. Open to students from the 7th and 8th semesters.
2. Assist the President and act as their deputy when required.
3. Oversee and monitor the work of all Wing Secretaries and their wings to ensure alignment with the club's vision.
4. Lead the performance review process of Wing Secretaries, ensuring accountability for their deliverables.
5. Act as a liaison between the Executive and Sub-Executive Committees to ensure proper delegation and efficient collaboration.
6. Provide contingency plans and operational continuity during the President's absence to ensure no disruption in ongoing projects or activities.
7. Ensure coordination between all divisions for smooth execution of projects and events.

### **General Secretary**

1. Open to students from the 7th and 8th semesters.
2. Manages the club's day-to-day administrative tasks, including drafting and maintaining official documents.
3. Records minutes of all meetings and maintains an organized repository of club records.
4. Oversees and manages the club's official calendar, ensuring members are informed of upcoming events, deadlines, or meetings.
5. Ensures effective communication between members, committees, and advisors.
6. Drafts and finalizes official correspondence, such as letters of appreciation, sponsorship proposals, and guest speaker invitations.
7. Oversees member feedback surveys to assist in planning future activities.

### **Treasurer**

1. Open to students from the 7th and 8th semesters.
2. Manages the club's financial resources, including budgeting, expenses, and revenue generation.
3. Maintains accurate records of all financial transactions, including receipts, invoices, and expenditures.
4. Prepares and presents financial reports during Executive Committee and general meetings.
5. Develops and monitors the club's annual budget in coordination with the President and other committee members.
6. Approves and processes payments for club activities and ensures adherence to financial policies.
7. Seeks sponsorships and external funding opportunities to support club initiatives.
8. Ensures timely collection of membership fees and other contributions.

### **Wing Secretaries**

1. One Secretary per wing, open to students from the 7th and 8th semesters.
2. Lead their respective wing, managing projects, events, and member activities.
3. Work directly with students and ensure alignment with club objectives.
4. Plan and facilitate training sessions, workshops, or assessments for division members.
5. Regularly update the Vice President on division progress, achievements, and challenges.
6. Promote collaboration between divisions for interdisciplinary projects and events.
7. Represent their wings in Executive Committee meetings.



## **Section 4: Sub-Executive Committee**

The Sub-Executive Committee provides essential support to the Executive Committee and assists in the execution of day-to-day operations, events, and projects. Sub-Executive members work alongside their respective Executive counterparts to gain experience and contribute to the club's success. Structure of the Sub-Executive Committee

### **Assistant Secretary**

1. Open to students in the 5th and 6th semesters.
2. Assist the General Secretary in handling administrative tasks, including record-keeping and communication.
3. Help manage the club's official calendar and assist in event coordination.

### **Event Coordinators**

1. Open to students in the 5th and 6th semesters (1–2 positions).
2. Plan and execute club events, including workshops, seminars, and recruitment activities.
3. Ensure all logistical and operational aspects of events are handled efficiently.

### **Social Media Coordinators**

1. Open to students in the 5th and 6th semesters (1–2 positions).
2. Assist in managing the club's social media platforms and online presence.
3. Create engaging content and posts for upcoming events or initiatives.

### **Assistant Treasurer**

1. Open to students in the 5th and 6th semesters.
2. Support the Treasurer in managing financial records and tracking expenses.
3. Help organize fundraising activities and sponsorship outreach.

### **Wing Coordinators**

1. One Coordinator per division, open to students in the 5th and 6th semesters.
2. Work alongside Wing Secretary to oversee division activities and initiatives.
3. Ensure smooth collaboration among division members and assist in managing division-specific events.

## **Article 6: Leadership and Elections**

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### **Section 1: Election**

The election and appointment process for both the Executive Committee and Sub-Executive Committee ensures transparency, inclusivity, and alignment with the club's goals.

#### **Election Timeline and Oversight:**

1. General elections for Executive leadership roles will be held within the first two weeks of the first half (H1) and second half (H2) of every academic year.
2. Elections will be overseen by the Club Advisor to ensure fairness, transparency, and alignment with the club's principles.

#### **The following three Executive positions are elected through a voting process:**

1. President
2. Vice President
3. General Secretary

#### **Voting Eligibility and Process:**

1. Voting is open to all active members of the club.
2. Candidates for these positions must meet the eligibility criteria outlined in Article 6, Section 2.
3. Elections will be conducted under the supervision of the Advisor.
4. The candidate receiving the highest number of votes will assume the respective position.
5. In the event of a tie, a runoff election will be held between the tied candidates within one week.

#### **Sub-Executive Selection:**

1. Sub-Executive positions will be recommended by the Executive Committee and approved by the Advisor, based on demonstrated skills and contributions.
2. The selection process must be fair, transparent, and documented.

## **Section 2: Criteria for Leadership Positions**

1. Candidates for leadership positions must meet eligibility criteria, including active membership, prior contributions to the club, and relevant experience in the respective field.
2. Specific qualifications and responsibilities for each role will be defined by the Advisor and reviewed periodically to ensure alignment with the club's evolving goals and needs.
3. Candidates found violating club rules or providing false information during the nomination process will be disqualified.
4. All candidates and elected leaders must adhere to the club's Code of Conduct, demonstrating integrity, responsibility, professionalism, and inclusivity in their actions.

## **Section 3: Leadership Terms**

1. Leadership roles are held for half a year (H1 and H2, corresponding to the first and second academic terms) with an option for re-election at the end of each term.
2. Re-election is not guaranteed; candidates must demonstrate continued suitability for the role and meet ongoing performance standards.
3. If a leadership position becomes vacant during a term, the remaining Executive Committee, under the supervision of the Advisor, will appoint a replacement for the remainder of the term.
4. Executive members may be removed from their positions by a two-thirds majority vote of active members, subject to Advisor approval, if they fail to fulfill their duties, breach the Code of Conduct, or violate club policies.

## **Section 4: Leadership Transition**

1. Outgoing leaders must document ongoing projects and provide comprehensive handover notes to ensure continuity and clarity for incoming leaders.
2. Incoming leaders will receive mentorship and guidance from their predecessors during a transition period, typically lasting one month, to ensure a smooth handover of responsibilities.
3. The leadership transition process will be overseen by the Advisor to ensure a smooth and effective handover, with regular check-ins to monitor progress and address any concerns.

## **Section 5: Selection of Remaining Executive Members**

### **Roles Referred by the President:**

1. Treasurer
2. Wing Secretaries

### **Selection Process:**

1. The President will recommend suitable candidates for these roles based on their experience, skills, contributions to the club, and alignment with the club's objectives.
2. All recommendations must be reviewed and approved by the club Advisor before the appointments are finalized.
3. The Advisor's decision regarding the approval or rejection of recommendations will be final, ensuring fairness and consistency with the club's goals.

## **Section 6: Sub-Executive members selection process**

1. Assistant Secretary (appointed by General Secretary)
2. Event Coordinators (appointed jointly by the President and Vice President)
3. Social Media Coordinators (appointed by the General Secretary)
4. Assistant Treasurer (appointed by Treasurer)
5. Wing Coordinators (appointed by respective Wing Secretaries)

### **Selection Process:**

1. Designated Executive Members will recommend candidates for Sub-Executive roles based on their contributions, potential, and alignment with the club's goals. The candidate must be an active member of PUCC and a student of the 5th or 6th semester.
2. All Sub-Executive appointments must be reviewed and approved by the President and the club Advisor to ensure that they reflect the best interests of the club and maintain alignment with its vision and mission.
3. The Advisor will have the final say in the approval of the recommendations, ensuring that the selections are in the club's best interest.

## **Section 7: Conflict Resolution**

1. Any disputes arising during elections or leadership terms will be addressed by a Conflict Resolution Panel comprising the Advisor and two impartial senior club members, selected for their experience and neutrality.
2. The panel will investigate and resolve disputes within two weeks of being notified.

The decision of the Conflict Resolution Panel will be final and binding.

## **Article 7: Meetings and Decision-Making**

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### **Section 1: General Assembly**

1. A General Assembly will be convened at the beginning of each half of the year (H1 and H2).
2. The purposes of the General Assembly are:
  - a. To conduct elections for leadership roles.
  - b. To establish goals and priorities for the upcoming semester.
3. The exact date and time of the General Assembly will be decided by the Advisor but must take place within the first week of the semester to ensure effective planning and timely elections.
4. A quorum of 50% of the total active membership must be present for any decisions made during the General Assembly to be valid.
5. The General Secretary will document the minutes of the General Assembly and circulate them to all members within one week. These minutes will be archived for future reference.
6. Action points discussed during the General Assembly will be assigned to specific members or committees. The progress on these action points will be reviewed in subsequent committee meetings to ensure accountability and completion.

### **Section 2: Committee Meetings**

1. Committee meetings will be held monthly to monitor and evaluate the progress of ongoing projects and activities. These meetings will serve as a platform for members to:
  - a. Share updates.
  - b. Address challenges.
  - c. Collaborate on achieving organizational goals.
2. A quorum of 50% of committee members must be present for any decisions made during committee meetings to be valid.
3. The General Secretary will document the minutes of each committee meeting and circulate them to all relevant members within one week. These minutes will also be archived for future reference.
4. Action points discussed during committee meetings will be tracked and revisited in subsequent meetings to ensure accountability and progress. A follow-up mechanism will be in place to confirm the completion of each action point.

5. The Advisor or leadership team may call for special or emergency meetings as needed to address urgent matters. Members will be given at least 48 hours' notice before such meetings.
6. All members are expected to attend their respective committee meetings. Consistent absence without prior notice may result in a review of the member's participation in the committee or the club. If absences are recurrent, the leadership team will evaluate the member's commitment and take appropriate action.
7. The Advisor will attend meetings to provide guidance and ensure alignment with the organization's mission and goals. In case of disputes during meetings, the Advisor or leadership team will mediate to reach a resolution.

### **Section 3: Wing Meetings**

1. Wing meetings will be held regularly to discuss and evaluate the progress of activities and projects specific to each wing of the organization.
2. These meetings will serve as a platform for wing members to:
  - a. Share updates and progress on wing-specific initiatives.
  - b. Address challenges and find solutions within the wing's scope.
  - c. Collaborate on achieving wing-specific goals aligned with the organization's broader mission.
3. A quorum of 50% of the active wing members must be present for any decisions made during wing meetings to be valid.
4. The wing coordinator will document the minutes of each wing meeting and circulate them to all relevant members within one week. These minutes will be archived for future reference.
5. Action points discussed during wing meetings will be assigned to specific members within the wing. These points will be reviewed in subsequent wing meetings to ensure accountability and completion. A follow-up mechanism will be in place to confirm the completion of each action point.
6. The leadership team or Advisor may call for special or emergency wing meetings as needed. Members will be given at least 24 hours' notice before such meetings.
7. All wing members are expected to attend their respective wing meetings. Consistent absence without prior notice may result in a review of the member's participation in the wing or the organization. If absences are recurrent, the leadership team will evaluate the member's commitment and take appropriate action.

## Article 8: Wings

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The Premier University Computer Club is structured into specialized wings, each focused on a distinct area of technology. These wings are designed to provide opportunities to dive deep into specific domains, develop industry-relevant skills, and engage in hands-on projects. Each wing is overseen by a Wing Secretary who ensures coordination and successful execution of activities.

### Section 1: Competitive Programming Wing

The Competitive Programming wing focuses on enhancing members' problem-solving and algorithmic thinking skills. This wing prepares members to excel in coding competitions, optimize code efficiency, and tackle complex computational challenges.

#### Key Activities and Responsibilities:

1. Participating in online coding contests on various platforms.
2. Organizing regular problem-solving sessions and coding bootcamps.
3. Hosting inter-university coding competitions and hackathons.
4. Guiding members for prestigious competitions like ACM-ICPC and Code Jam.

### Section 2: Web Development Wing

The Web Development wing focuses on equipping members with the skills needed to build modern, responsive websites and web applications. They will work on real-world projects, contribute to open-source initiatives, and participate in hackathons.

#### Key Activities and Responsibilities:

1. Learning and applying web technologies by conducting workshops.
2. Developing and deploying web applications.
3. Collaborating on open-source web projects.
4. Organizing and participating in web development competitions.

### Section 3: DevOps Wing

The DevOps wing emphasizes the integration of development and operations, focusing on continuous integration (CI), continuous delivery (CD), automation, and cloud infrastructure.

#### Key Activities and Responsibilities:

1. Working with cloud infrastructure and services.
2. Conducting workshops on DevOps tools and practices.
3. Contributing to cloud-based projects and collaborating with other wings.



## **Section 4: Linux-Based Networking Wing**

This wing focuses on networking concepts using Linux-based systems, offering opportunities for hands-on learning in network configuration, troubleshooting, and security.

### **Key Activities and Responsibilities:**

1. Learning and implementing networking skills.
2. Organizing networking and security workshops for the club.

## **Section 5: Deep Neural Research Wing**

The Deep Neural Research wing focuses on cutting-edge research in artificial intelligence (AI) and deep learning. They will work on research projects, model development, and contribute to papers or presentations at conferences.

### **Key Activities and Responsibilities:**

1. Engaging in AI challenges and competitions.
2. Organizing seminars and workshops on AI and deep learning.

## **6. Game and Mobile Development Wing**

The Game and Mobile Development wing is dedicated to the creation of mobile applications and video games. They will build games and mobile apps, testing them in real-world scenarios.

### **Key Activities and Responsibilities:**

1. Participating in game development competitions and hackathons.
2. Organize and participate in esports events.
3. Organizing seminars and workshops

## **7. IoT and Embedded Systems Innovators Wing**

The IoT and Embedded Systems wing is focused on the integration of hardware and software for creating intelligent systems. This wing also emphasizes the development of software to control and interact with hardware systems.

### **Key Activities and Responsibilities:**

1. Building IoT devices and embedded systems.
2. Participating in IoT and robotics challenges and projects.
3. Conducting workshops on IoT and embedded systems development.

## **Article 9: Branding and Publicity**

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### **Section 1: Club Identity**

The branding of the Premier University Computer Club (PUCC) reflects its mission, vision, and values. All official materials, including the club's logo, tagline, and designs, must adhere to approved branding guidelines to maintain consistency and professionalism.

### **Section 2: Logo and Tagline**

The club's logo and Guiding Motto represent its identity and must be prominently featured on official documents, event banners, digital platforms, and merchandise. Any changes to the logo or tagline require approval from the Executive Committee and the Advisor.

### **Section 3: Digital Presence**

PUCC shall maintain an active and professional digital presence through its official website, social media platforms, and other online channels. Content must be aligned with the club's vision and mission, ensuring relevance and quality.

### **Section 4: Event Publicity**

All events organized by the club must follow a clear and effective publicity strategy to maximize outreach and participation. This includes designing posters, social media campaigns, and email communications that uphold the club's branding standards.

### **Section 5: Collaboration and Partnerships**

When collaborating with other organizations, PUCC branding must be integrated appropriately into shared promotional materials. All partnerships must be reviewed and approved by the Executive Committee.

## **Article 10: Events and Activities**

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The objectives of the club's events and activities are to foster collaboration among members and external stakeholders, enhance the academic, technical, and professional skills of members, increase the club's visibility and reputation within and outside the university, and provide opportunities for members to apply their knowledge in practical settings.

### **Section 1: Workshops and Seminars**

1. Each wing of the club must organize at least two workshops or three seminars per semester, focusing on skill-building, knowledge sharing, and professional development.
2. Event proposals must be submitted by wing secretaries to the Executive Committee at least four weeks in advance for review and approval.
3. Collaborations with external organizations, universities, or professionals are encouraged to enhance the quality and impact of these events.
4. Workshops and seminars must align with the club's mission and address relevant academic or professional topics.

### **Section 2: Competitions**

1. The club will host at least one internal or external competition per semester to encourage the practical application of knowledge and foster a competitive spirit.
2. Competitions may include hackathons, coding challenges, or other activities relevant to the club's objectives.
3. All competitions must have clear rules, judging criteria, and a dedicated organizing team.
4. Winners and participants will be recognized through certificates, awards, or public acknowledgment at club assemblies.

### **Section 3: Planning and Approval Process**

1. Proposals for all events and activities must include objectives, budgets, timelines, and resource requirements.
2. Wing secretaries or executive members are responsible for submitting event proposals to the Executive Committee.
3. The Advisor will review and approve all proposals to ensure alignment with the club's goals.
4. Event planning must be completed at least two weeks prior to the event date to ensure smooth execution.

## **Section 4: Collaboration and Partnerships**

1. The club is encouraged to partner with external organizations, universities, or professional bodies to host events.
2. All collaboration proposals must be approved by the Advisor and documented by the General Secretary.
3. Partnerships should align with the club's mission and provide mutual benefits for all parties involved.

## **Section 5: Budget and Resource Allocation**

1. The Treasurer will allocate a specific portion of the club's funds for events and activities at the beginning of each semester.
2. External sponsorships or funding may be pursued for large-scale events, subject to approval by the Advisor.
3. All event-related expenses must be documented and submitted to the Treasurer for record-keeping and transparency.

## **Section 6: Member Participation and Incentives**

1. All members are encouraged to actively participate in the club's events and activities.
2. Members who significantly contribute to planning or execution will be recognized through certificates, awards, or acknowledgment during club assemblies.
3. Consistent absence from events or lack of participation without valid reasons may lead to a review of membership status.

## **Section 7: Post-Event Evaluation and Documentation**

1. Event organizers must submit a detailed report within one week of the event, covering attendance, outcomes, and feedback received.
2. The General Secretary will compile and archive these reports for future reference.
3. Lessons learned and feedback from events will be used to improve the planning and execution of future activities.

## **Article 11: Alumni Engagement**

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### **Section 1: Alumni Contributions**

1. Alumni are encouraged to engage with the club by conducting guest lectures, mentoring programs, and collaborating on various projects.
2. These activities will help bridge the gap between current members and alumni, creating a valuable exchange of knowledge and experience.

### **Section 2: Alumni Database**

1. The club will maintain an updated alumni database to strengthen long-term ties and facilitate ongoing communication.
2. Efforts will be made to involve alumni in club activities and events, such as invitations to workshops, seminars, or networking events.

### **Section 3: Recognition of Alumni Achievements**

1. Alumni achievements will be recognized through newsletters, social media platforms, and during special club events to inspire current members and maintain alumni engagement.
2. A "Distinguished Alumni" feature may be introduced to highlight exceptional contributions to their fields or support for the club.

### **Section 4: Annual Alumni Meet-Up**

1. The club will organize an annual or bi-annual alumni reunion or networking event to strengthen relationships between alumni and current members.
2. These events will also serve as a platform to discuss collaboration opportunities and celebrate shared successes.

### **Section 5: Alumni Sponsorships and Donations**

1. Alumni will be encouraged to sponsor events, provide financial contributions, or donate resources such as books, software, or equipment to support the club.
2. A transparent system for managing alumni contributions will be maintained, with updates shared during club assemblies or reports.

## **Section 6: Digital Engagement Platforms**

1. Online platforms, such as a dedicated website section, social media groups, or newsletters, will be created to keep alumni informed and engaged with the club's activities.
2. Regular updates about club events, achievements, and opportunities for alumni involvement will be shared through these channels.

## **Section 7: Tracking Alumni Impact**

1. Efforts will be made to track the impact of alumni in their careers or industries, and these milestones will be celebrated within the club community.
2. An "Alumni Impact Report" may be published annually to showcase their achievements and ongoing contributions to the club.

## **Article 12: External Collaborations and Sponsorships**

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### **Section 1: Collaboration Guidelines**

1. All external collaborations must align with the club's mission, values, and objectives.
2. Collaborations may include partnerships with companies, organizations, or other educational institutions.
3. Collaborative activities may involve events such as workshops, hackathons, seminars, or joint projects.
4. The club will prioritize collaborations that provide value to its members, such as skill development opportunities, exposure to industry trends, and access to resources.

### **Section 2: Sponsorships and Agreements**

1. Sponsorships and partnership agreements must be approved by the Executive Committee and the Advisor.
2. All sponsorship benefits will be reinvested into club activities, enhancing member experiences and supporting the club's growth.
3. Sponsors may contribute financially, provide resources such as equipment or software, or offer services beneficial to the club's goals.
4. Sponsors will be recognized appropriately through event branding, social media mentions, certificates of appreciation, or other agreed-upon means.

### **Section 3: Memorandum of Understanding (MOU)**

1. A formal MOU will be signed with any company or organization entering into a collaboration with the club, outlining the terms and benefits of the partnership.
2. The MOU will include details about the scope of collaboration, roles and responsibilities, timelines, and deliverables.
3. The club will ensure that all MOUs are transparent and comply with university policies and legal standards.

## **Section 4: Roles and Responsibilities**

1. Collaborators are expected to provide resources, expertise, or support as outlined in the MOU.
2. The club will ensure that collaborators receive appropriate recognition and benefits, such as branding opportunities or certificates of appreciation.
3. Both parties are required to adhere to agreed-upon timelines and deliverables to ensure successful outcomes.

## **Section 5: Transparency and Reporting**

1. The Treasurer will maintain a detailed record of all sponsorship funds and their usage.
2. A financial summary of sponsorships and collaborations will be shared with club members at the end of each semester to ensure transparency.
3. Event reports will document the outcomes of collaborations, including member participation, feedback, and lessons learned.

## **Section 6: Ethical and Legal Compliance**

1. All collaborations and sponsorships must align with the ethical guidelines set by the university and applicable laws.
2. Collaborations with organizations that conflict with the club's mission, values, or ethical standards will not be pursued.
3. The Advisor will ensure that all agreements and activities are compliant with university regulations and policies.

## **Section 7: Termination of Collaboration**

1. Either party may terminate a collaboration or sponsorship if terms outlined in the MOU are violated.
2. The club reserves the right to end partnerships that no longer align with its mission or fail to provide mutual benefits.
3. Terminations must be documented, and reasons for termination will be shared with the Executive Committee and the Advisor.



## **Article 13: Competitions and Awards**

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### **Section 1: Participation in Competitions**

1. The club will provide guidance, mentorship, and resources (if available) to prepare members for competitions.
2. Members participating in competitions must adhere to the club's code of conduct and represent the club with professionalism and integrity.
3. Where possible, the club may assist with participation fees, travel, or other necessary expenses, subject to budget and approval.
4. Members must notify the club of their participation beforehand, and results must be documented for club records.

### **Section 2: Internal Competitions**

1. The club may organize internal competitions (e.g., hackathons, quizzes, coding challenges) to encourage skill development and foster collaboration.
2. Winners and participants of internal events will be acknowledged with prizes, certificates, or other incentives.
3. Encourage collaboration by promoting team-based competitions, allowing members to work together and learn from peers.

## **Article 14: Inter-Club Collaborations**

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### **Section 1: Collaboration with Other Clubs and Organizations**

1. The club will actively seek partnerships with other university clubs, academic organizations, industry bodies, and NGOs for joint events, projects, and initiatives.
2. Collaborations will focus on mutual benefits, including knowledge sharing, resource pooling, and enhanced learning opportunities for members.
3. Joint activities may include workshops, hackathons, seminars, competitions, charity events, and community outreach programs.
4. The club will prioritize collaborations that align with its mission, values, and members' professional and academic growth.

### **Section 2: Approval Process**

1. All proposed inter-club or external collaborations must be submitted to the Executive Committee for review, detailing the scope, objectives, and expected outcomes of the collaboration.
2. The club Advisor must also review and approve proposals to ensure they meet university policies and the club's standards.
3. Collaborations involving financial commitments or sponsorships will require a detailed budget proposal and financial review before approval.
4. Any formal agreements with external organizations must be documented in writing, signed by the club President, and approved by the Advisor.

### **Section 3: Member Involvement in Collaborations**

1. Members will be encouraged to actively participate in collaborative events and may be given roles such as coordinators, speakers, or team leads based on their skills and interests.
2. Opportunities for collaboration will be announced via official club communication channels to ensure inclusivity.
3. Members representing the club in joint initiatives must uphold the club's values and act as ambassadors of professionalism.

### **Section 4: Feedback and Evaluation**

1. After each collaborative event or project, the club will collect feedback from participants and partners to assess its success and identify areas for improvement.
2. A summary report of the collaboration's outcomes and lessons learned will be presented at the next Executive Committee meeting.

## **Article 15: Dispute Resolution and Grievances**

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### **Section 1: Dispute Mediation**

1. Any disputes or conflicts arising within the club will first be addressed through informal mediation led by the Wing Leads or the Secretary.
2. If the dispute remains unresolved, it will be escalated to the Vice President, who will organize a formal discussion between the concerned parties to seek resolution.
3. Should the issue persist, the matter will be presented to the President or Advisor, whose decision will be final and binding.
4. All mediation processes will aim to uphold mutual respect, fairness, and the club's core values.

### **Section 2: Grievance Filing**

1. Members can file grievances anonymously or directly through designated channels such as an online form, suggestion box, or email to ensure their concerns are heard without fear of reprisal.
2. Grievances will be handled by the Advisor, who will investigate the matter impartially and ensure that resolutions align with the club's policies and ethical standards.
3. The Advisor will ensure confidentiality during the grievance process unless disclosure is necessary for resolution and agreed upon by the involved parties.
4. A periodic report summarizing non-sensitive grievance trends and resolutions will be shared with the Executive Committee to improve overall club management and culture.

### **Section 3: Preventive Measures and Training**

1. The club will organize workshops and training sessions on conflict resolution, teamwork, and communication skills to prevent disputes and promote a harmonious environment.
2. Wing Leads and Executive Members will receive special training in mediation techniques to better handle conflicts within their responsibilities.

### **Section 4: Code of Conduct Violations**

1. Any grievance involving violations of the club's Code of Conduct or ethical standards will be addressed promptly, with disciplinary actions taken if necessary.
2. Serious violations may result in suspension or expulsion from the club, subject to the approval of the Executive Committee and Advisor.

## **Article 16: Data Protection and Privacy**

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### **Section 1: Data Collection and Security**

1. Member data will be collected solely for purposes directly related to the club's activities, such as event management, communication, and record-keeping.
2. Sensitive information (e.g., contact details, academic records) will be stored securely, with access restricted to authorized personnel only.
3. The club will implement industry-standard security measures, including encryption, to protect personal data from unauthorized access, breaches, or misuse.
4. Members will be notified promptly in the event of any data breach or security incident involving their personal information.

### **Section 2: Privacy Policy**

1. A clear and concise privacy policy will be shared with all members during the registration process, detailing the purpose, scope, and methods of data collection, storage, and usage.
2. Members must explicitly consent to the privacy policy before providing any personal information, with the option to withdraw consent at any time.
3. The club will not share or sell member data to third parties without prior consent, except when required by law or university policies.
4. Updates or changes to the privacy policy will be communicated to all members, with an opportunity for them to review and accept the revised terms.

### **Section 3: Data Access and Rights**

1. Members will have the right to access, review, and request corrections or deletions of their personal data stored by the club.
2. Requests for data access or modifications can be submitted to the Secretary or an appointed Data Protection Officer, who will process them within a specified timeframe (e.g., 7-14 days).
3. Members can choose to opt out of non-essential communications (e.g., newsletters, promotional emails) while continuing to receive critical updates.

## **Section 4: Data Retention and Deletion**

1. Member data will be retained only for as long as necessary to fulfill the purposes for which it was collected or as required by university policies.
2. Personal information of members who leave the club or graduate will be securely deleted within a reasonable timeframe (e.g., 6 months) unless otherwise agreed upon.
3. Any physical copies of member data (e.g., printed forms) will be securely shredded after digitization or when no longer needed.

## **Section 5: Compliance and Oversight**

1. The club will adhere to university guidelines and any applicable data protection laws (e.g., GDPR-like principles) to ensure compliance with privacy standards.
2. The Executive Committee will appoint a Data Protection Officer (or designate an existing officer) to oversee data protection practices and handle privacy-related inquiries or complaints.
3. Periodic audits will be conducted to ensure adherence to data protection policies and identify areas for improvement.

## **Article 17: Intellectual Property**

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### **Section 1: Open Source Philosophy**

1. The club actively encourages open-source contributions to foster collaboration, innovation, and skill development among its members.
2. Open-source projects initiated by the club will follow standard licensing practices (e.g., MIT, GNU GPL) to ensure proper attribution and compliance.
3. All contributors to open-source projects will be acknowledged and credited for their work in documentation, repositories, or public releases.
4. Members contributing to external open-source projects as part of club activities must adhere to the licensing terms of those projects and represent the club ethically.

### **Section 2: Club-Owned Projects**

1. Projects developed under the club's name, using club resources (e.g., funding, infrastructure, tools), or during official club events will be considered the intellectual property of the club.
2. Contributors will be credited appropriately for their individual or team efforts in project documentation, publications, or presentations.
3. The club reserves the right to use, modify, or distribute club-owned projects for purposes such as education, promotion, or further development.
4. If a club-owned project generates revenue, the distribution of proceeds (if any) will be determined by the Executive Committee, with input from key contributors.

### **Section 3: Personal Projects and Ownership**

1. Members retain full ownership of projects developed independently outside of club activities, even if shared with the club for showcase or collaboration.
2. If personal projects are later integrated into club activities or resources are used, ownership terms must be agreed upon in writing between the member(s) and the Executive Committee.

## **Section 4: Licensing and Distribution**

1. The club will ensure that all software, content, or materials it produces comply with licensing requirements (e.g., open-source licenses, creative commons).
2. Projects may be licensed under open-source, proprietary, or hybrid licenses as deemed appropriate by the Executive Committee and contributors.

## **Section 5: Dispute Resolution**

1. Any disputes over intellectual property rights will first be mediated internally by the club's Executive Committee.
2. If unresolved, the issue will be escalated to the Advisor for final arbitration, in accordance with university policies and applicable laws.

## Article 18: Documentation Standards

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### Section 1: Documentation Requirements

1. All club projects, events, and activities must adhere to established documentation standards to ensure consistency, clarity, and accessibility.
2. Documentation should include essential details such as objectives, methodologies, outcomes, and key learnings to ensure projects are understandable, reusable, and shareable.
3. Each project must maintain a clear record of contributions, including team members, roles, and responsibilities, to ensure proper acknowledgment and accountability.
4. The documentation must be regularly updated throughout the project's lifecycle, ensuring it remains accurate and reflective of progress.

### Section 2: Report Formats

1. The club will provide standardized templates and guidelines for different types of documentation, including project reports, event summaries, meeting minutes, and technical documentation.
2. Templates will include sections for:
  - a. **Title Page:** Project/Event name, team members, and date.
  - b. **Abstract/Overview:** A brief summary of the purpose and outcomes.
  - c. **Methodology/Process:** Detailed steps taken or processes used.
  - d. **Results and Analysis:** Key findings, achievements, or impacts.
  - e. **Future Recommendations:** Suggestions for improvements or next steps.
3. Project leads are responsible for ensuring that documentation complies with the provided templates and maintains high-quality standards.

### Section 3: Storage and Access

1. All documentation will be stored in a centralized, organized, and secure repository, accessible to authorized members for reference or future use.
2. A version control system (e.g., GitHub, Google Drive) may be used for collaborative projects to track changes and ensure consistency.
3. Documentation related to sensitive or proprietary projects will be restricted to specific members, subject to the club's data protection policies.



## **Section 4: Evaluation and Feedback**

1. Documentation will be reviewed periodically by the Executive Committee or project leads to ensure it meets the club's standards.
2. Constructive feedback will be provided to contributors to improve the quality and consistency of documentation.
3. Exceptional documentation efforts may be acknowledged during club meetings or events to encourage excellence.

## Article 19: General Reporting

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### Section 1: Annual Report

1. An annual report summarizing the club's activities, achievements, challenges, and financial performance will be prepared by the **Secretary** and **Treasurer** in collaboration with the Executive Committee.
2. The report will include the following sections:
  - a. **Overview**: Summary of the year's mission, vision, and objectives.
  - b. **Key Activities**: Highlights of events, projects, collaborations, and workshops conducted during the year.
  - c. **Achievements**: Recognition of club successes, awards, and milestones.
  - d. **Membership Overview**: Statistics on membership growth, diversity, and engagement.
  - e. **Financial Statement**: A detailed account of income, expenses, and budget allocations, prepared by the Treasurer.
  - f. **Future Plans**: Goals and strategies for the upcoming year.
3. The annual report will be shared with:
  - a. Club members to ensure transparency and awareness.
  - b. Stakeholders, including sponsors and partners, to maintain strong relationships.
  - c. The university administration to showcase the club's contributions and impact.
4. A digital copy of the annual report will be archived for future reference and shared publicly, if appropriate, to enhance the club's visibility.

### Section 2: Member Feedback

1. The club will collect feedback from members at least once per year, using surveys, suggestion boxes, or structured feedback sessions.
2. Feedback will cover various aspects, such as event quality, resource allocation, communication effectiveness, and member satisfaction.
3. The **Secretary** will compile and analyze the feedback, presenting the results to the Executive Committee to identify areas for improvement.
4. Feedback will directly inform the club's planning process for the upcoming year, ensuring that members' needs, suggestions, and preferences are considered.

### **Section 3: Oversight of Documentation**

1. **Project Leads** will be accountable for overseeing the quality, accuracy, and completeness of documentation for their respective projects.
2. The Secretary, or a designated Documentation Lead, will conduct periodic checks to ensure that all required documentation adheres to established standards and guidelines.
3. The Executive Committee will review documentation reports regularly to ensure compliance and address any discrepancies or gaps.
4. Non-compliance with documentation standards may result in follow-up actions to ensure quality and consistency across all projects.

### **Section 4: Reporting and Communication Frequency**

1. **Quarterly Updates:** The club's Secretary will prepare brief quarterly reports summarizing activities, key progress, and upcoming plans. These will be shared internally with members and the Executive Committee.
2. **Post-Event Reports:** Event coordinators or project leads must submit reports summarizing the outcomes, attendance, and feedback from each event or project within two weeks of completion.
3. **Advisory Updates:** Regular updates will be provided to the club Advisor(s) to ensure alignment with university policies and goals.

## **Article 21: Financial Management**

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### **Section 1: Budget Preparation and Approval**

1. The annual budget shall be prepared by the Finance Committee in consultation with the Executive Board and key stakeholders.
2. The proposed budget must include expected revenues, planned expenditures, and reserves.
3. 3 The Executive Board shall review and approve the budget before the commencement of the fiscal year.

### **Section 2: Revenue Generation**

Sources of revenue may include:

1. Registration and Membership fees
2. Donations and grants
3. Revenue from events, programs, partnerships or sponsors.
4. Any other lawful sources approved by the Executive Board

All funds generated must be deposited in the organization's designated bank account.

### **Section 3: Expenditure Policies**

1. All expenditures must align with the approved budget. Any expenses outside the budget must receive prior approval from the Executive Board.
2. Payments and reimbursements must be supported by proper documentation, such as invoices or receipts.
3. No individual shall use organizational funds for personal purposes.

## **Section 4: Financial Records and Reporting**

1. Accurate and up-to-date financial records shall be maintained at all times.
2. Quarterly financial reports shall be prepared and shared with the Executive Board for review.
3. An annual financial statement, including a balance sheet and income statement, shall be presented at the General Meeting.

## **Section 5: Auditing**

1. The organization's financial accounts shall be audited annually by an independent auditor appointed by the Executive Board.
2. The audit report shall be shared with the General Membership during the Annual General Meeting (AGM).

## **Section 6: Reserves and Investments**

1. A portion of the organization's funds may be allocated to reserves to ensure financial stability.
2. Any investments made with organizational funds must prioritize safety and liquidity over high returns.

## **Section 7: Conflict of Interest**

1. Individuals responsible for financial decisions must disclose any potential conflicts of interest.
2. No individual with a conflict of interest shall participate in decisions regarding the allocation or disbursement of funds.

## **Section 8: Amendments to Financial Policies**

1. Financial policies may be reviewed and updated by the Executive Board, subject to approval at the General Meeting.
2. Members shall be notified of any significant changes to financial policies.

## **Article 20: Resource Management**

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### **Section 1: Responsible Use of Resources**

1. All club resources, including but not limited to software licenses, hardware, equipment, funds, and digital tools, must be used responsibly, ethically, and solely for club-related activities.
2. Club members are expected to handle resources with care and ensure their efficient utilization in alignment with the club's objectives and priorities.
3. Unauthorized use, misuse, or damage of club resources is strictly prohibited and may result in disciplinary action as outlined in the club's Code of Conduct.
4. Resource-sharing policies will be implemented to ensure equitable access to resources among members and projects.

### **Section 2: Record Keeping**

1. The Treasurer, in collaboration with relevant project leads, will maintain a comprehensive and up-to-date record of all resource allocations, expenditures, and usage.
2. Records will include:
  - a. Inventory of Physical Assets: Details of club-owned equipment, tools, and other physical resources.
  - b. Software Licenses: Documentation of license terms, usage limits, and renewal dates.
  - c. Financial Records: Allocation and expenditure of funds for projects, events, and operational needs.
  - d. Resource Borrowing Logs: Records of members borrowing and returning club resources.
3. A summary of resource usage will be included in the Annual Report to ensure transparency and accountability.

### **Section 3: Resource Acquisition and Maintenance**

1. Resource acquisition (e.g., purchase of equipment or software subscriptions) will be approved by the Executive Committee based on the club's needs and budget.
2. All club-owned equipment will be subject to regular maintenance checks to ensure functionality and longevity.
3. The club will allocate a portion of its budget for repair, replacement, or upgrades of essential resources as needed.
4. Members must report any damage, malfunction, or loss of resources immediately to the Treasurer or responsible officer.

### **Section 4: Disposal of Resources**

1. Obsolete or non-functional resources will be disposed of responsibly, following university or legal guidelines for waste management.
2. Disposal of any club asset must be approved by the Executive Committee and documented in the club's resource records.
3. If feasible, resources that are no longer needed may be donated or repurposed for other university initiatives.

### **Section 5: Oversight and Audits**

1. The Executive Committee will conduct periodic audits of resource management practices to ensure compliance with club policies and efficient use of assets.
2. Any discrepancies or concerns identified during audits will be addressed promptly, with corrective actions implemented as necessary.

## **Article 21: Crisis Management**

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### **Section 1: Response to Crises**

1. The Executive Committee will respond promptly and effectively to crises, ensuring that any disruptions to club activities, events, or projects are managed efficiently and with minimal impact.
2. Crises may include, but are not limited to:
  - a. Technical Issues: Software malfunctions, hardware failures, or data breaches.
  - b. Event Cancellations: Last-minute venue changes, speaker cancellations, or unforeseen circumstances preventing planned events from taking place.
  - c. Internal Disruptions: Conflicts within the club, legal or compliance issues, or any other challenges that threaten the club's operations.
3. A Crisis Response Plan will be developed for various potential crises. This plan will include:
  - a. Designated Roles and Responsibilities: Key individuals responsible for managing each type of crisis.
  - b. Communication Strategy: Clear channels of communication with members, stakeholders, and the university.
  - c. Contingency Plans: Steps to address immediate concerns, manage affected activities, and recover normal operations.
4. The Executive Committee will periodically review and update the crisis response plan to ensure its effectiveness and relevance.

### **Section 2: Emergency Fund**

1. An Emergency Fund will be established and managed by the Treasurer to cover urgent financial needs arising from unforeseen crises or emergencies.
2. The Emergency Fund will be kept separate from the general budget to ensure that it is available for unexpected expenses without affecting regular club operations.
3. The fund may be used for:
  - a. Event-related Emergencies: Costs associated with rescheduling or relocating canceled events, equipment replacement, or other unforeseen event-related expenses.
  - b. Operational Emergencies: Urgent repairs or replacements of equipment, software, or resources essential for the club's continued activities.
  - c. Unforeseen Circumstances: Any other crisis that demands immediate financial resources to mitigate damage or disruption to the club's operations.



4. The Treasurer will maintain transparent records of any expenditures from the emergency fund, which will be reviewed by the Executive Committee.
5. The Executive Committee will approve the use of the fund, and a report will be included in the Annual Report to maintain accountability and transparency.

### **Section 3: Risk Mitigation**

1. The club will adopt proactive risk management practices to minimize the likelihood of crises, including regular assessments of potential risks to activities, projects, and resources.
2. Preventive measures may include:
  - a. Training for Members: Regular workshops on crisis prevention, safety protocols, and emergency procedures.
  - b. Technical Backups: Ensuring that data, software, and hardware have appropriate backups to minimize downtime in case of technical issues.
  - c. Event Planning Contingencies: Having backup plans for event logistics, such as alternative venues or speakers.
3. The Executive Committee will periodically assess and update the club's risk management strategies, adjusting them based on emerging trends or challenges.

### **Section 4: Communication During a Crisis**

1. Clear and transparent communication will be critical during a crisis. The club will ensure:
  - a. Internal Communication: Prompt notifications to all club members about the nature of the crisis, what actions are being taken, and any changes to scheduled events or activities.
  - b. External Communication: A consistent message will be communicated to stakeholders, partners, and the university to maintain trust and minimize confusion.
2. The Public Relations Officer (if applicable) or a designated member will be responsible for managing external communications and media outreach during a crisis.

## **Article 22: Amendments**

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### **Section 1: Proposal of Amendments**

1. Any member of the organization may propose an amendment to the governing articles or bylaws.
2. Proposed amendments must be submitted in writing to the Secretary and include:
  - a. A clear description of the proposed change.
  - b. A rationale explaining the purpose and necessity of the amendment.
  - c. The anticipated impact on the organization.

### **Section 2: Review Process**

1. Upon submission, the proposed amendment will be reviewed by the leadership team to ensure clarity, feasibility, and alignment with the organization's mission.
2. The leadership team may consult with the Advisor and relevant committees for feedback before proceeding.

### **Section 3: Notification of Members**

1. All members must be notified of the proposed amendment at least two weeks prior to the vote.
2. Notification will include:
  - a. The full text of the proposed amendment.
  - b. The date, time, and location of the meeting where the vote will take place.

### **Section 4: Voting Procedure**

1. Amendments will be voted on during a General Assembly meeting or a special meeting convened for this purpose.
2. A quorum of 50% of the total membership is required to hold a vote on amendments.
3. Approval of an amendment requires a two-thirds majority of the members present.

### **Section 5: Implementation**

1. Approved amendments will take effect immediately unless otherwise specified in the text of the amendment.
2. The Secretary will update the governing articles or bylaws to reflect the approved changes and circulate the updated document to all members within one week.

## **Article 23: Dissolution**

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### **Section 1: Financial Settlements**

1. In the event of the club's dissolution, the Treasurer will be responsible for settling all outstanding financial accounts, including payments for services, resources, or any other financial obligations and Ensuring that any debts owed by the club are paid and that all contractual obligations are terminated appropriately.
2. The Treasurer will prepare a final financial report detailing:
  - a. The balance of all club accounts.
  - b. A breakdown of all expenditures and remaining funds.
  - c. Any outstanding debts or financial obligations.
3. The final financial report will be reviewed by the Executive Committee and presented to the Advisor for final approval.
4. If the club is formally recognized by the university, the dissolution process and financial settlement will also be reported to the university administration.

### **Section 2: Distribution of Assets**

1. Upon dissolution, any remaining funds or physical assets (such as equipment, tools, or intellectual property) will be evaluated by the Executive Committee and the Advisor to determine the best course of action.
2. The remaining assets and funds will be:
  - a. Donated to the university or an educational or community-focused organization, as determined by the Advisor, to ensure that the assets continue to support related causes.
  - b. Distributed in a manner that aligns with the club's mission, goals, and values.
3. In case the Advisor is unavailable or unable to make the decision, the Executive Committee will collectively decide on the recipient of the assets and funds, ensuring the decision is in line with the club's educational or community focus.

4. A distribution report will be prepared, outlining the allocation of assets and funds, and this report will be filed with the university or any relevant regulatory body to ensure transparency.

### **Section 3: Documentation of Dissolution**

1. A formal dissolution document will be drafted, summarizing the club's activities, the reasons for dissolution, and the steps taken to ensure all obligations were fulfilled.
2. This document will be filed with the university and may be made available to club members and other stakeholders as part of the closure process.
3. If applicable, the Secretary will ensure that all club records, including digital files, are archived appropriately before dissolution.

## **Revision History**

1. 1st Draft - 08 January 2025 - Rayanul Kader Chowdhury Abid, Susmoy Barua, Dhruba Dey