1. Brand and standardization
   1.1. Logo

> This is the most recent and updated logo of CSIT Association of Nepal. this is only the version to be used. There are only two-color variation of this logo Black and white
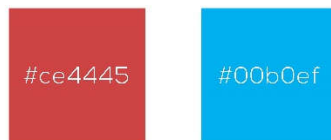
    1.1.1.   The Size of logo should be kept legible and always given its breathing space.

> The breathing Space should be half the height of ' C ' on every side

    1.1.2. The font is the logo should not be changed
    1.1.3.   The Color of logo should not be changed

    1.1.4.   The logo should not be rotate or reflected in any angle.
    1.1.5. The logo should not be place in cluttered Background
    1.1.6.   The opacity of Logo should not be changed
    1.1.7. The proper track of use of Logo should be recorded in Logo tracker sheet before it is used.

   1.2. Format of official Document

    1.2.1. Central Committee and all the regional Committee should use the common format of Letterhead stored in a drive and approved by central committee.

      1.2.2.   Central Committee and all the regional Committee executive member should use the common format of Identity card distributed by central committee.

      1.2.3.   Central Committee and all the regional Committee general member should use the common format of Identity card distributed by central committee.

  1.3. Website and Social media handle

Regional committee are not allowed to run independent website, Landing page or any search engine discoverable space on the web.

2. Documentation

  2.1. All the legal document should be stored in the official drive of the organization within 7-days of created or renewed.

  2.2. All the partners of respected Committee Should be recorded in National Sponsorship Database within 7-days of agreement.

  2.3. All the event report and financial report of event should be submitted and stored in drive within 7-day of event completed.

3. Membership

  3.1. the general membership should be opened twice in a year that are, in the second week of Jesth and Poush.

  3.2. General Membership should be opened with the Centralized form created by central committee.

  3.3. Membership survey should be conducted twice a year and reported with the response of at least 50% of membership.

  3.4. The membership feedback form should be opened every time except 1 month before Annual general meeting.

  3.5. The response of feedback form should be acknowledged within 3 days by respected Committee.

4. Meetings and Executive Bodies

  4.1. Annual General meeting of Central Committee should be conducted in Second week of Bhadra

  4.2. The New Executive body for Central Committee should be formed at least 1-week prior Annual General Meeting.

  4.3. Annual General meeting of Regional Committee should be conducted in with in a Last week of Bhadra.

  4.4. The New Executive body for Regional Committee should be formed at least 2-week prior Annual General Meeting.

  4.5. Central Committee Should be informed the date of Annual General meeting with New executive bodies 2 week prior.

4.6. The Regional Annual General Meeting should be conducted with the presence of representative of Central Committee.

4.7. The Executive Meeting Should be held Every month Compulsory with the presence of 60% of its Member.

4.8. The minute of the meeting should be uploaded in a drive within 2 days of Meeting

4.9. The Member absence in two consecutives meeting should acknowledge with the valid reason through Email within 7 days of second meeting.

4.10. The proper minute of meeting held for any event should be recorded and stored in drive.

5. Printings and publication

   5.1. 50% Fee for ads collected by regional committee for Magazines and Entrance preparation capsule should be submitted to Central committee within 10 days of Publication.

   5.2. Two magazines must be compulsorily given to every partner, whose has given an ad in the publication, for free of cost.

   5.3. Regional committee will bear the printing and the transportation cost for amount of magazine they request.

   5.4. The committee responsible for conducting National Executive meeting will keep 100% amount they collected for advertisement.

6. Decision making

   6.1. All the national Level decision should be discussed in coordination Committee and approved by President of Central Committee.

   6.2. The Coordination committee should be formed or reformed in National Executive Meeting.

   6.3. The Coordinator of Coordination committee will be the representative nominated by President of central and the members are General Secretary of Central Committee, Treasurer of Central Committee, President of Regional Committee and Secretary of Regional Committee.