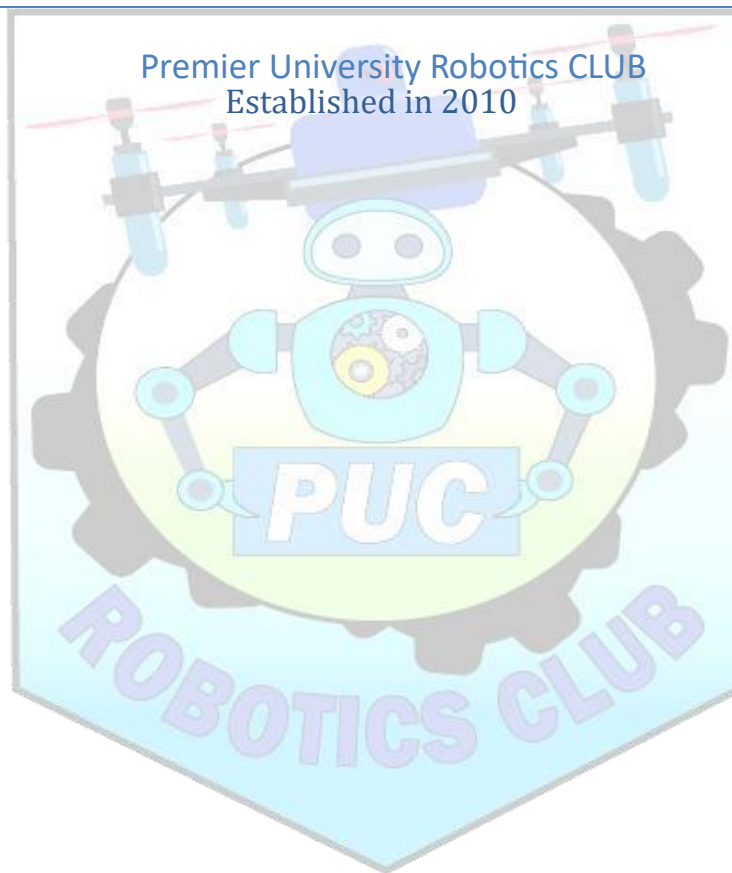




CONSTITUTION



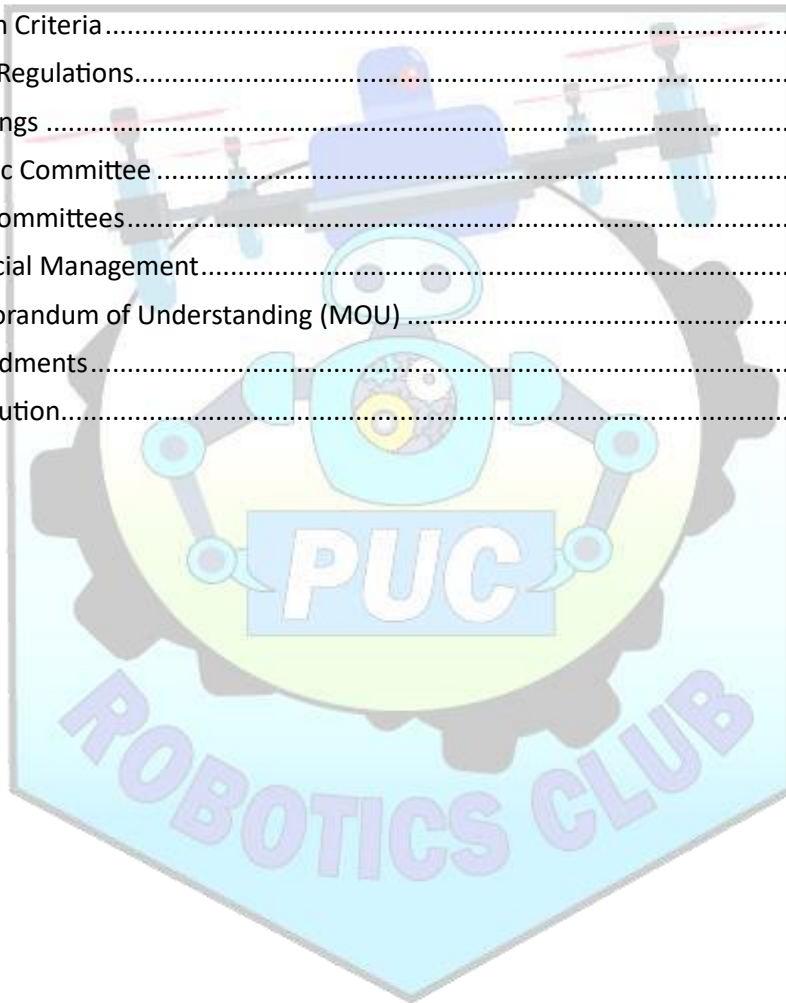
JANUARY 4, 2025

PREMIER UNIVERSITY ROBOTICS CLUB

Academic Building#4, Department of EEE, PUC, 44, Hazari Lane, Kotowali, Chittagong

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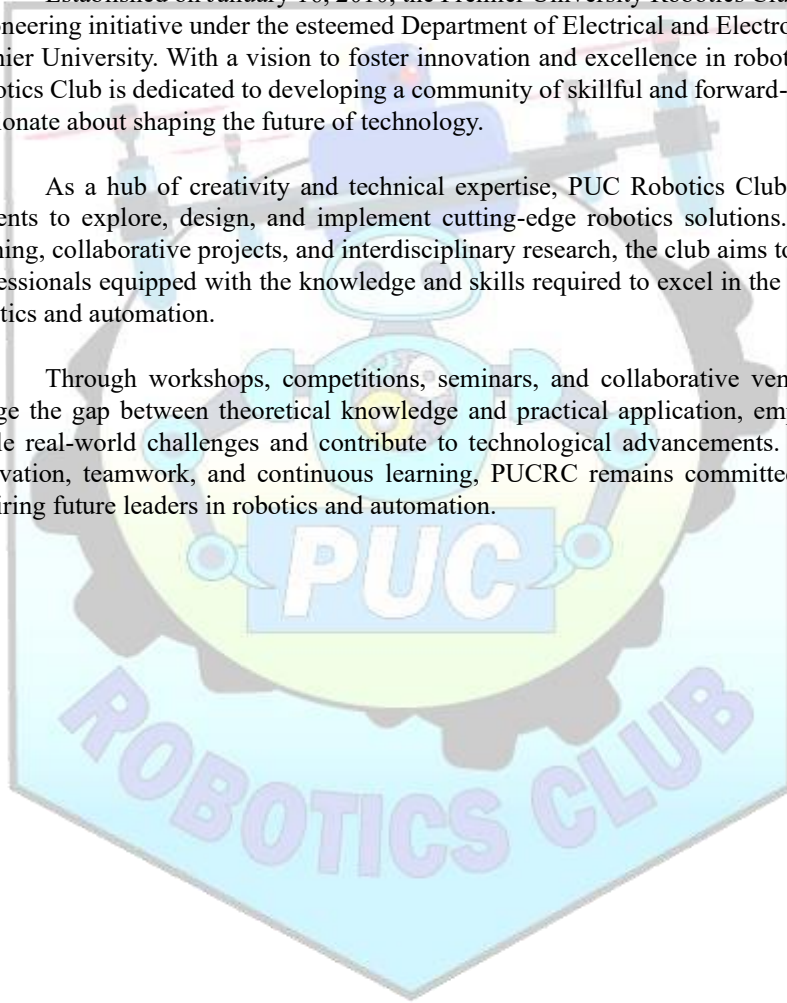
Preamble

The significance of robotics and technological innovation in the modern world is recognized, and the Premier University Robotics Club (PUC Robotics Club) is represented by its members through this constitution. Learning, collaboration, and excellence in robotics and related fields are to be promoted. The activities of the club are to be guided by this constitution, with a spirit of creativity, teamwork, and academic growth being fostered.

Established on January 16, 2010, the Premier University Robotics Club (PUC Robotics Club) is a pioneering initiative under the esteemed Department of Electrical and Electronic Engineering (EEE) at Premier University. With a vision to foster innovation and excellence in robotics and automation, PUC Robotics Club is dedicated to developing a community of skillful and forward-thinking students who are passionate about shaping the future of technology.

As a hub of creativity and technical expertise, PUC Robotics Club serves as a platform for students to explore, design, and implement cutting-edge robotics solutions. By promoting hands-on learning, collaborative projects, and interdisciplinary research, the club aims to cultivate a generation of professionals equipped with the knowledge and skills required to excel in the rapidly evolving fields of robotics and automation.

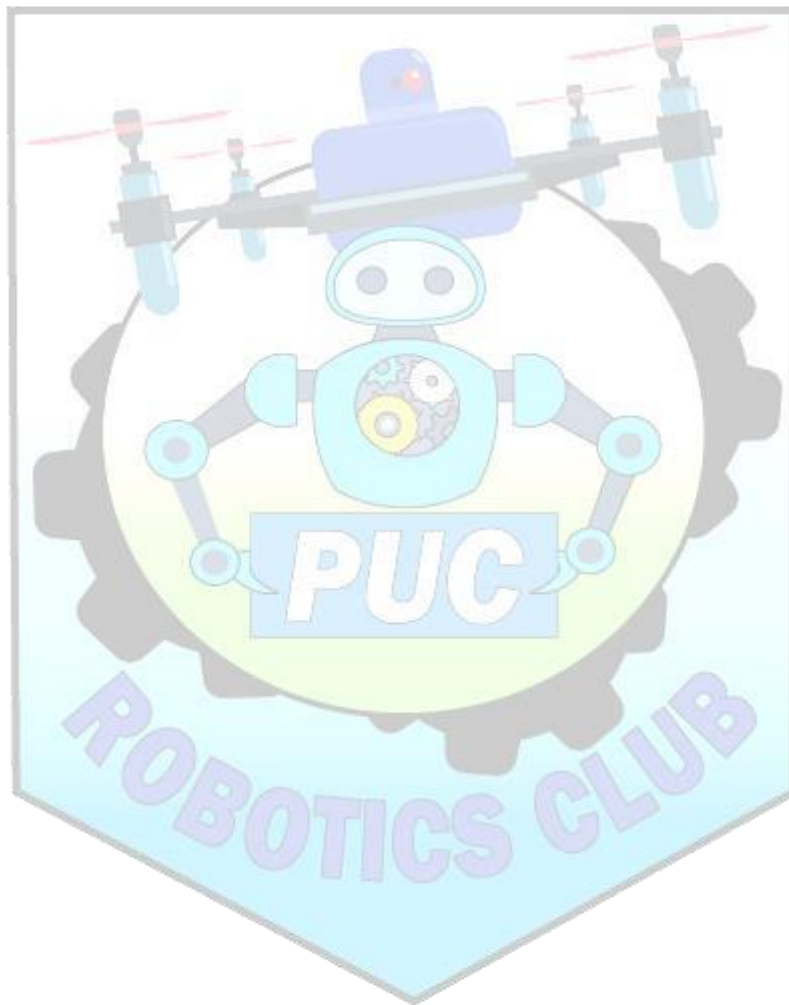
Through workshops, competitions, seminars, and collaborative ventures, PUCRC strives to bridge the gap between theoretical knowledge and practical application, empowering its members to tackle real-world challenges and contribute to technological advancements. Guided by the values of innovation, teamwork, and continuous learning, PUCRC remains committed to nurturing talent and inspiring future leaders in robotics and automation.



Article 1: Name and Establishment

1.1 The official name of the club is "Premier University (Chittagong) Robotics Club," also referred to as "PUC Robotics Club."

1.2 The club was established on January 16, 2010 by the initiative of the Electrical and Electronic Engineering (EEE) Department of Premier University.



Article 2: Ownership and Alignment

2.1 Ownership

The Premier University Robotics Club (PUC Robotics Club) is established and operates under the ownership of the Department of Electrical and Electronic Engineering (EEE), Premier University.

The Department of EEE of Premier University and subsequently, Premier University is recognized as the highest authority and sole rights owner of PUC Robotics Club. All assets, intellectual properties, and resources of the club are under the jurisdiction of the Department of EEE, Premier University.

2.2 Alignment and Authority

All activities, events, and initiatives undertaken by PUC Robotics Club must receive prior approval from the Department of EEE and subsequently, Premier University. The club shall function in alignment with the policies, directives, and objectives set forth by the Department of EEE.

In cases where the Executive Board of PUCRC is non-existent or unable to reach a decision, the Department of EEE will assume the responsibility of making decisions on behalf of the club.

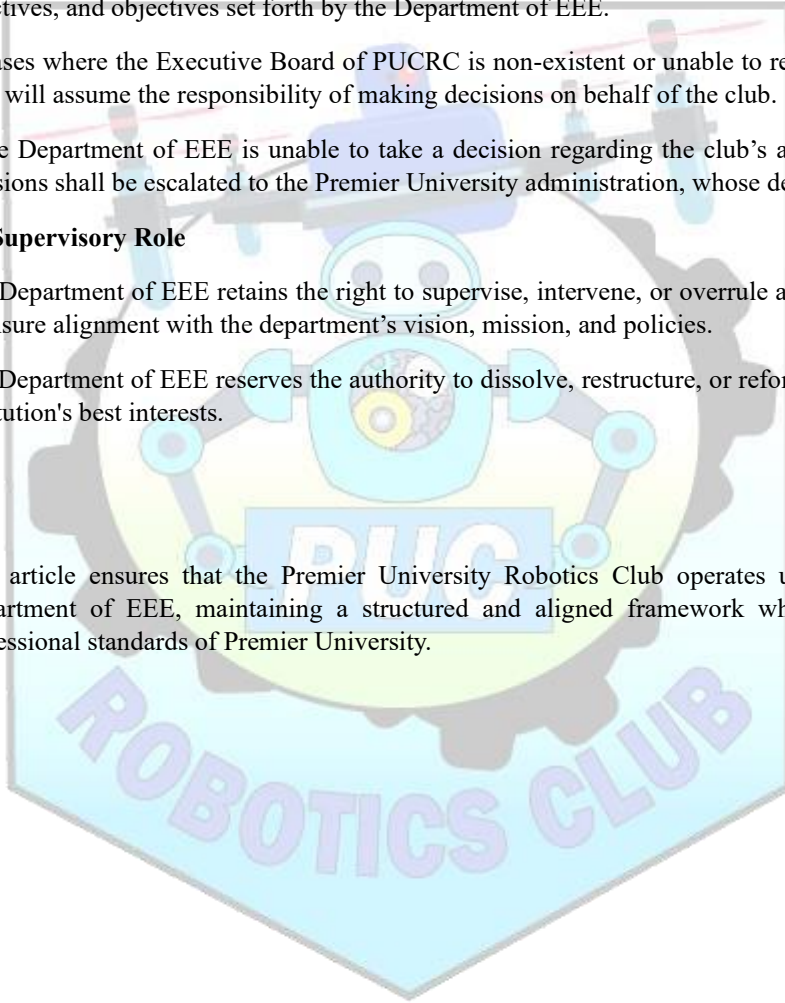
If the Department of EEE is unable to take a decision regarding the club's affairs, the authority to make such decisions shall be escalated to the Premier University administration, whose decision will be final and binding.

2.3 Supervisory Role

The Department of EEE retains the right to supervise, intervene, or overrule any activity or decision of PUCRC to ensure alignment with the department's vision, mission, and policies.

The Department of EEE reserves the authority to dissolve, restructure, or reform the club in accordance with the institution's best interests.

This article ensures that the Premier University Robotics Club operates under the direct oversight of the Department of EEE, maintaining a structured and aligned framework while upholding the academic and professional standards of Premier University.



Article 3: Purpose

The Premier University Robotics Club (PUCRC) is established with the purpose of fostering innovation, collaboration, and skill development in the field of robotics and automation. The club aims to prepare students to excel in the era of the Fourth Industrial Revolution (4IR) by equipping them with cutting-edge knowledge and practical expertise in emerging technologies.

3.1 Skill Development:

To provide hands-on learning opportunities that enhance students' technical skills in robotics, automation, artificial intelligence, and related fields.

3.2 Innovation and Research:

To encourage creative thinking and facilitate research initiatives that contribute to advancements in robotics and automation technologies.

To conduct interdisciplinary research integrating robotics with artificial intelligence, machine learning, and the Internet of Things (IoT).

To develop innovative prototypes and solutions addressing real-world challenges in sectors such as healthcare, agriculture, manufacturing, and energy.

To publish research findings in reputed journals and present at conferences to contribute to the global knowledge base.

To collaborate with industry and academic institutions on cutting-edge research projects and grant opportunities.

3.3 Industry Alignment:

To bridge the gap between academia and industry by fostering collaboration with industry leaders, professionals, and organizations focused on 4IR technologies.

3.4 Collaborative Learning:

To create a platform for teamwork and interdisciplinary collaboration among students from various academic backgrounds.

3.5 Awareness and Preparedness for 4IR:

To promote awareness of the transformative impact of the Fourth Industrial Revolution and prepare students to tackle challenges and seize opportunities presented by advancements such as the Internet of Things (IoT), artificial intelligence, robotics, big data, and smart systems.

3.6 Community Engagement:

To inspire a culture of technological curiosity and innovation within the university and the wider community through workshops, seminars, competitions, and outreach programs.

3.7 Entrepreneurial Mindset:

To encourage students to transform innovative ideas into entrepreneurial ventures, contributing to technological startups and the growth of the innovation ecosystem.

3.8 Global Competitiveness:

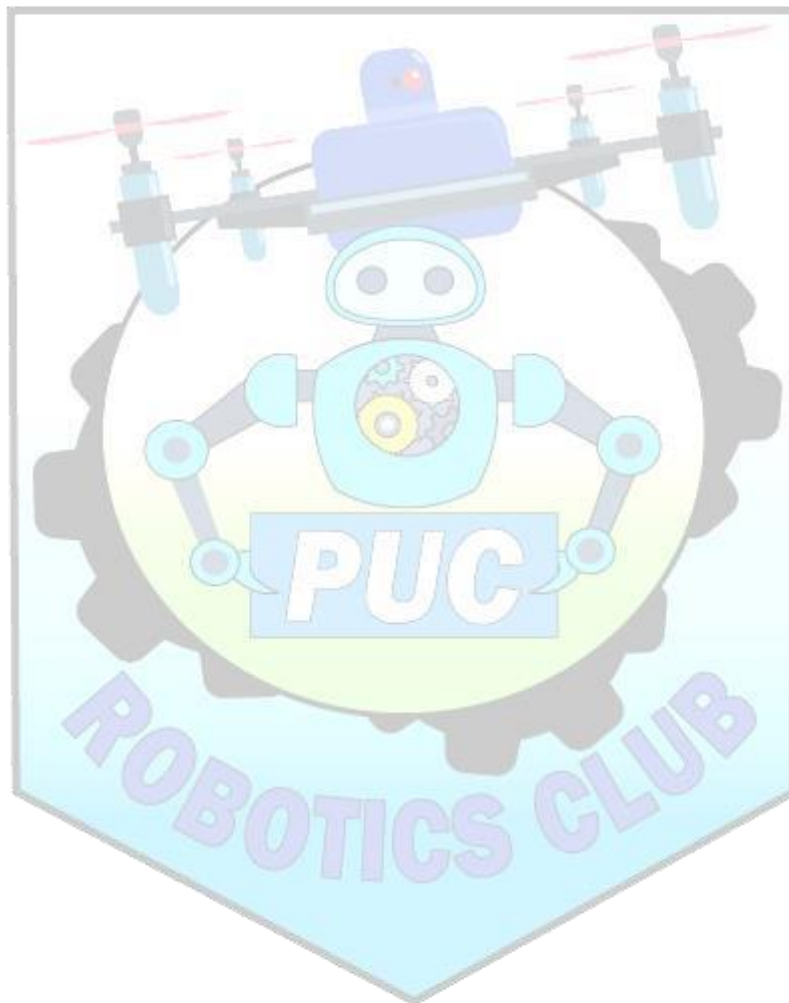
To prepare students to compete in national and international robotics competitions, showcasing their skills and advancing the reputation of Premier University on a global scale.

3.9 Sustainability and Ethics:

To emphasize the importance of sustainable and ethical practices in robotics and automation, ensuring that technological advancements benefit society and the environment.

3.10 Lifelong Learning:

To instill a passion for continuous learning and adaptability in the face of rapidly evolving technologies.



Article 4: Membership

4.1 Membership is open to all students of Premier University and external individuals.

4.2 Membership Categories:

RoboRookie Members: New members from Premier University students will hold this status until they complete one year of membership.

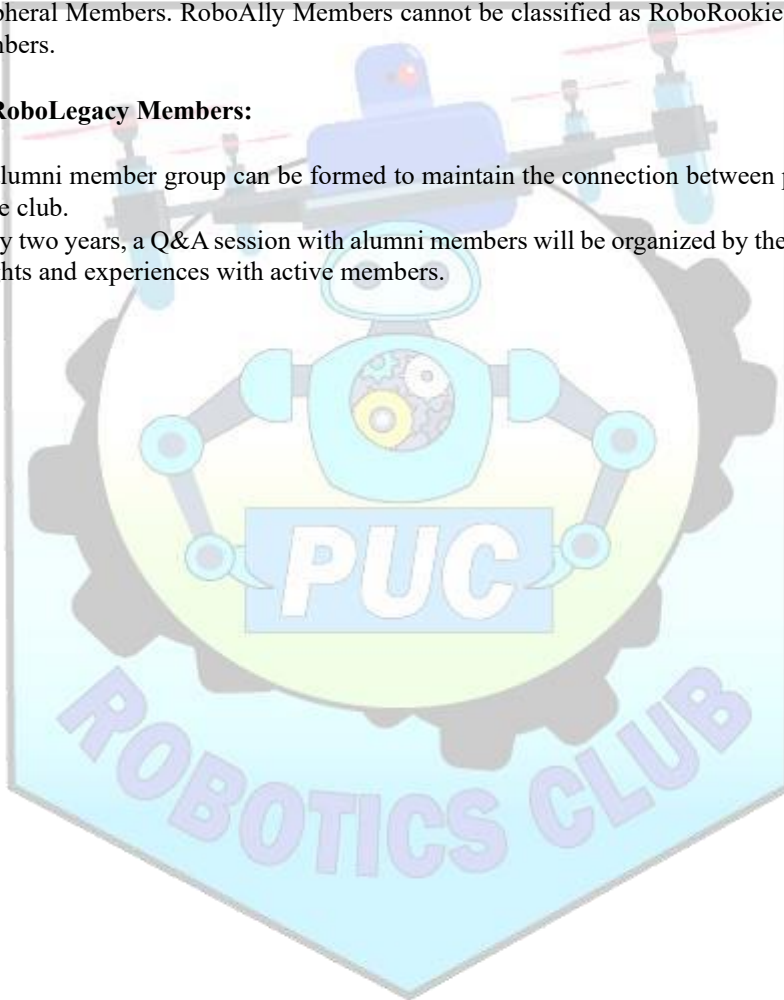
RoboMaster Members: Premier University students who complete one year of active membership as RoboRookie Members will attain full membership and hold this status until the end of their studentship.

RoboAlly Members: Members who are not students of Premier University will be categorized as Peripheral Members. RoboAlly Members cannot be classified as RoboRookie Members or RoboMaster Members.

4.3 RoboLegacy Members:

An alumni member group can be formed to maintain the connection between past and current members of the club.

Every two years, a Q&A session with alumni members will be organized by the Executive Board to share insights and experiences with active members.



Article 5: Club Rules For Members

5.1 Intellectual Property and Copyright

All innovative ideas, research, and projects developed under the Premier University Robotics Club (PUCRC) are the intellectual property of the club.

In the case of collaborations with external organizations, companies, or institutions through a Memorandum of Understanding (MoU) or sponsorship, the copyright for any resulting work will be jointly owned by the club and the partnering entity.

5.2 Use of Club Equipment

Club equipment and resources are strictly for on-campus use and club-approved activities.

Members are prohibited from taking any club equipment outside the university premises without explicit written permission from the Executive Board.

In exceptional cases, written permission from the Executive Board is required to use club equipment outside the university.

5.3 Research Ideas and Work

Research ideas and concepts developed within the club cannot be used or shared outside the club without prior permission.

Any work done by club members must have the explicit approval of the Department of EEE.

Permissions or approvals from other departments for club-related work are not permitted under any circumstances.

Any research work or development work that has been development with the collaboration of PUC robotics club under the part of academic work of EEE department can be used as club activities if the department of EEE and the related stakeholder permits.

Academic thesis papers or research projects cannot be used or integrated into club activities without prior written permission from the Department of EEE.

5.4 Behavior and Conduct

Members are expected to uphold professionalism, respect, and integrity in all interactions within and outside the club.

Any form of misconduct, including but not limited to harassment, dishonesty, or violation of club rules, will result in disciplinary action as determined by the Executive Board or the Department of EEE.

Members must adhere to university policies and ensure their behavior reflects positively on the club and the university.

Article 6: Membership Cancellation

6.1 Membership may be canceled under the following conditions:

If a member fails to attend at least 50% of workshops or club events.

If a member violates any club rules (**Article 5**).

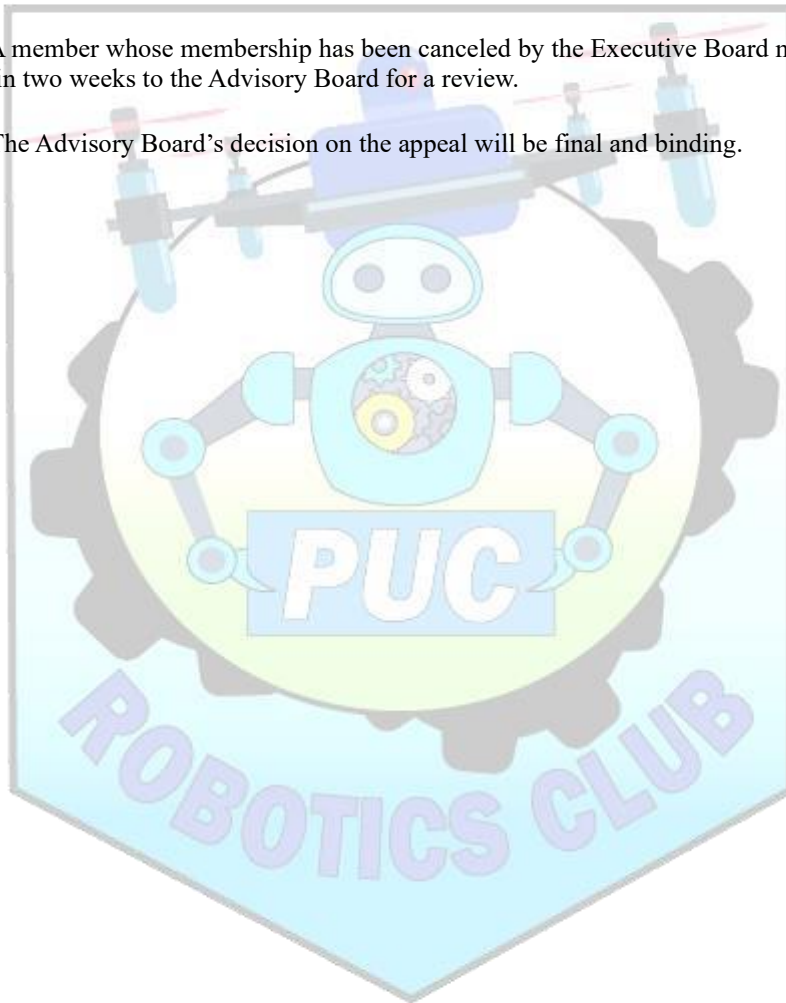
If a member refuses to comply with directives issued by the Executive Board without reasonable cause.

6.2 The decision to cancel membership will be made by the Executive Board after a formal review process.

6.3 The members in question will be given an opportunity to present their case before a final decision is made.

6.4 A member whose membership has been canceled by the Executive Board may appeal the decision within two weeks to the Advisory Board for a review.

6.5 The Advisory Board's decision on the appeal will be final and binding.



Article 7: Executive Board

7.1 The Executive Board positions are as follows:

- President
- Vice President
- General Secretary
- Joint Secretary
- Treasurer
- Technical Secretary
- Program Secretary
- Training Secretary
- Organizing Secretary
- IT Officer
- Social and Membership Development Coordinator
- Batch Coordinator
- Project Manager

7.2 Roles and Responsibilities:

- President: Oversees all club activities and represents the club in official matters. Ensures proper functioning of the club.
- General Secretary: Manages day-to-day operations and communication within the club.
- Vice President: Assists the President in their duties and acts as President in their absence.
- Joint Secretary: Supports the General Secretary in administrative tasks.
- Treasurer: Handles all financial matters, including budgeting and record-keeping.
- Technical Secretary: Oversees technical projects and ensures the club's resources are used effectively.
- Program Secretary: Plans and executes events, workshops, and other programs.
- Training Secretary: Develops and conducts training sessions for members.
- Organizing Secretary: Coordinates logistics for events and ensures smooth execution of plans.
- IT Officer: Manages the club's online presence and technological infrastructure.
- Social and Membership Development Coordinator: Promotes the club, recruits new members, and fosters a sense of community.
- Batch Coordinator: Acts as a liaison between the Executive Board and members of a specific batch.
- Project Manager: Coordinates and supervises club projects and initiatives.

7.3 Rules Governing the Executive Board:

Authority and Responsibilities

The Executive Board is responsible for the overall management, decision-making, and strategic direction of the club.

It is tasked with ensuring the club functions effectively, fostering innovation, and meeting its objectives. The board must align all activities with the mission of PUCRC and the guidelines of the Department of Electrical and Electronic Engineering (EEE).

Collaboration and Meetings

The board will hold regular meetings to discuss club activities, project progress, and upcoming initiatives. Emergency meetings may be called by the President or General Secretary as needed. Minutes of all meetings must be documented and shared with relevant stakeholders.

Oversight of Club Activities

The board oversees all club activities, including research, training, competitions, and outreach programs. It is responsible for evaluating and approving proposals for projects and activities before implementation. The board ensures adherence to timelines and quality standards for all club initiatives.

Equipment and Resource Management

The board ensures the proper use, maintenance, and accountability of club equipment. Club equipment cannot be removed from university premises without prior written approval from the board. An inventory of club resources must be maintained and periodically audited.

Research and Intellectual Property

All research and innovative ideas developed under the club are the intellectual property of PUCRC. Academic thesis papers or individual research projects cannot be used for club purposes without explicit permission from the Department of EEE. In collaborations or sponsorships, intellectual property will be jointly owned by PUCRC and the partner organization, as specified in the MoU. The board ensures that research integrity and ethical standards are maintained in all projects.

Membership Oversight

The board has the authority to approve or cancel memberships based on adherence to club rules. Members whose memberships are canceled have the right to appeal to the Advisory Board within two weeks of the decision. The board is responsible for fostering an inclusive and supportive environment for all members.

Behavior and Code of Conduct

The board is responsible for ensuring that all members adhere to professional behavior and the club's code of conduct. Violations of the code of conduct will be addressed promptly, with appropriate disciplinary actions enforced. The board must set an example by demonstrating integrity, fairness, and professionalism.

Accountability to the Department of EEE

The Executive Board operates under the supervision of the Department of EEE. All major decisions, collaborations, or changes to club structure must be approved by the department. Permissions or oversight from any other department are not valid.

Execution of Assigned Work

The Executive Board is required to execute any work or task assigned by the Department of EEE without delay or deviation. Failure to execute such assignments may result in direct intervention by the department to ensure compliance.

Strategic Development and Representation

The board is responsible for setting short-term and long-term goals for the club. It represents the club in official capacities at events, collaborations, and public engagements.

Financial Management

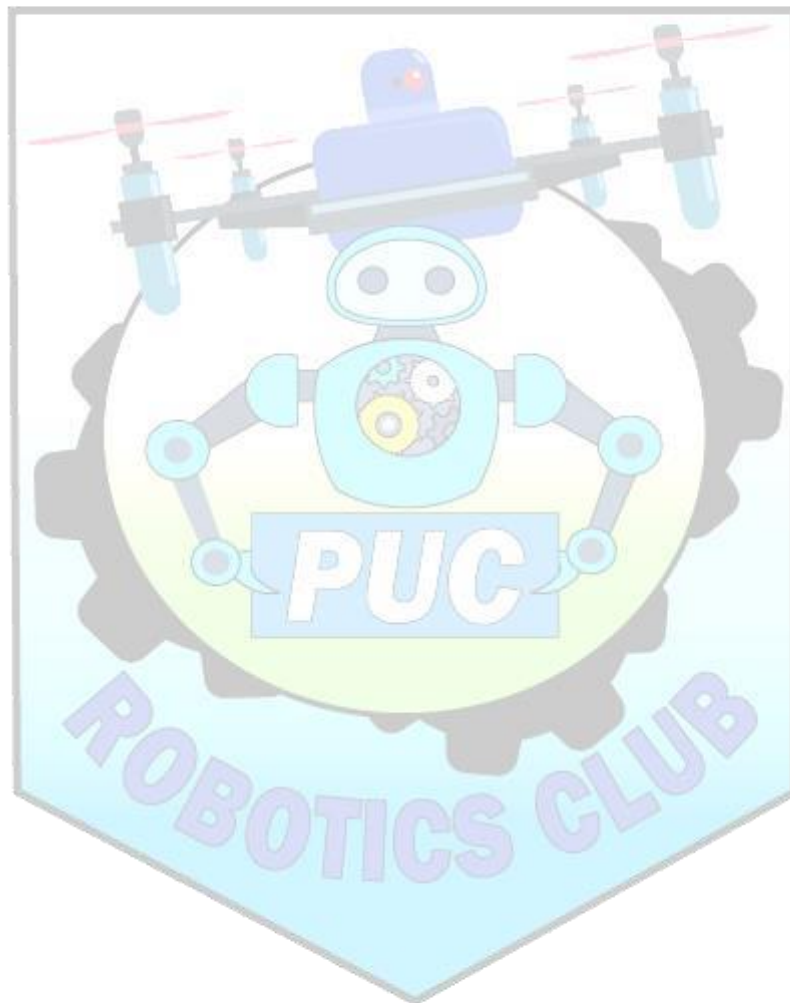
The board, led by the Treasurer, is responsible for managing the club's finances, including budgeting, fundraising, and financial reporting.

All financial activities must be transparent and subject to approval by the Department of EEE.

Leadership and Succession

The board is responsible for mentoring and guiding junior members to ensure continuity of leadership.

It must facilitate smooth transitions during board elections or reassignments.



Article 8: Election Criteria

8.1 Elections for Executive Board positions shall be held annually.

8.2 Criteria for eligibility to participate in elections:

- Candidates must have at least one year of active membership in the club.
- Candidates for the positions of President and General Secretary must have at least two years of active membership.
- **President:** The position is open only to EEE students in their 7th or 8th semester. Candidates must have been a member of the previous Executive Board and are limited to serving one term as President.
- **General Secretary:** The position is open only to CSE/EEE students in their 7th or 8th semester. Candidates must have been a member of the previous Executive Board. CSE students are preferable.
- **Treasurer:** Only open for EEE students.
- **IT Officer:** The position is open only for EEE & CSE students, CSE students are preferable.
- **Vice President, Joint Secretary, Social Media and Membership Development Coordinator:** Only open for EEE and CSE students.
- **Project Manager, Training Secretary, Organizing Secretary, Batch Coordinator, Project Secretary:** Open for all department Students.
- Candidates for President or General Secretary cannot hold or run for the same positions in another Premier University club during their term.
- Once elected as President or General Secretary in the PUC Robotics Club, they cannot hold these roles in another club until their term ends.
- All candidates must sign an agreement form acknowledging these rules prior to the election.

Election process:

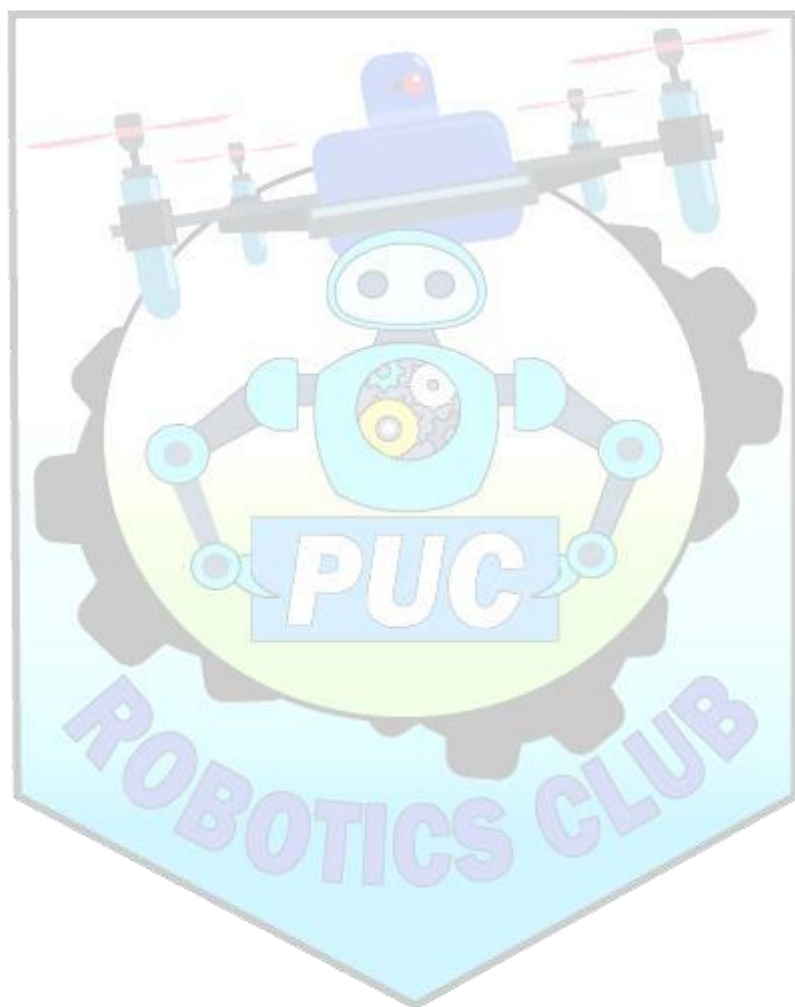
- The President and General Secretary will be elected through a voting process monitored by the outgoing Executive Board.

Selection Process

- All other Executive Board positions will be selected jointly by the former President and former General Secretary along with the newly elected President and General Secretary.
- Nominations will be open for a specified period, and candidates must submit their applications within the deadline.
- Results of the election will be announced within 48 hours.

Tie-breaking mechanism:

- In the event of a tie for the positions of President or General Secretary, both candidates will share the role, with each serving a six-month term within the year.
- The senior candidate will serve the first six months of the term, followed by the other candidate.
If the tied candidates are from the same semester, a coin toss will determine who serves first.



Article 9: Voting Regulations

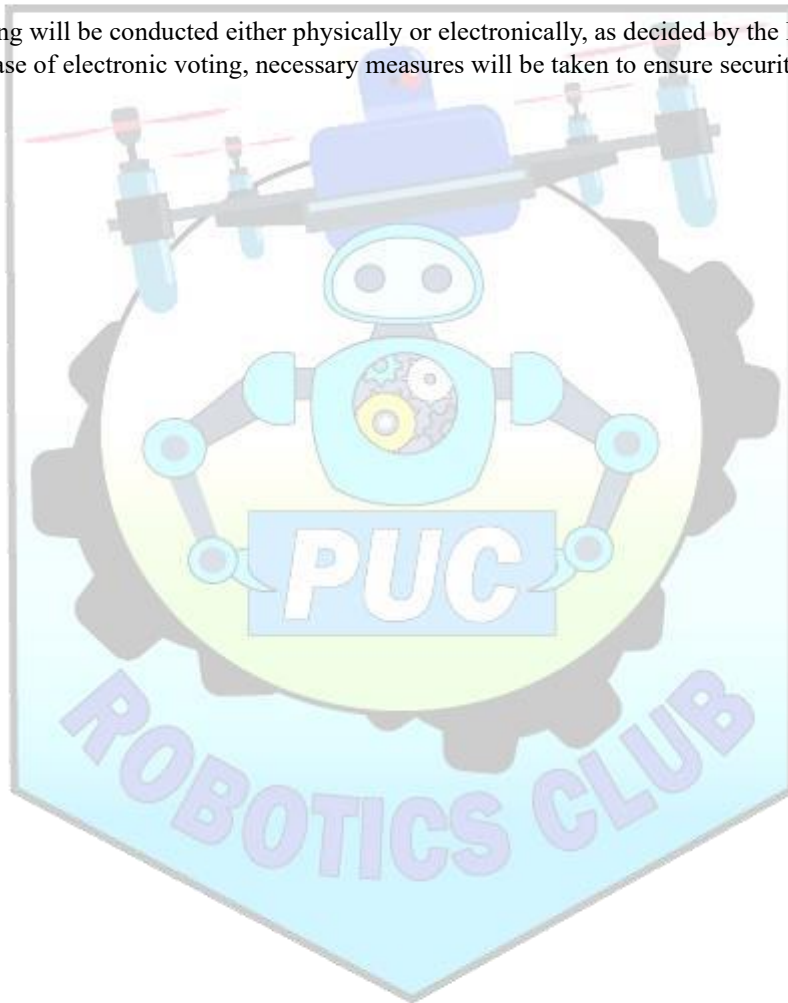
9.1 Only RoboMaster Members are eligible to vote in the Executive Board elections. RoboRookie and RoboAlly Members are not eligible to vote.

9.2 Voting rights:

Each eligible voter can cast one vote per position in the Executive Board elections.
Voting will be conducted through a secure and confidential process to ensure fairness.

9.3 Voting method:

Voting will be conducted either physically or electronically, as decided by the Executive Board.
In case of electronic voting, necessary measures will be taken to ensure security and authenticity.



Article 10: Meetings

10.1 Regular Meetings:

- The Executive Board shall organize regular meetings at least once every month to discuss ongoing and upcoming activities.
- Attendance at regular meetings is mandatory for all Executive Board members unless a valid excuse is provided in advance.

10.2 General Meetings:

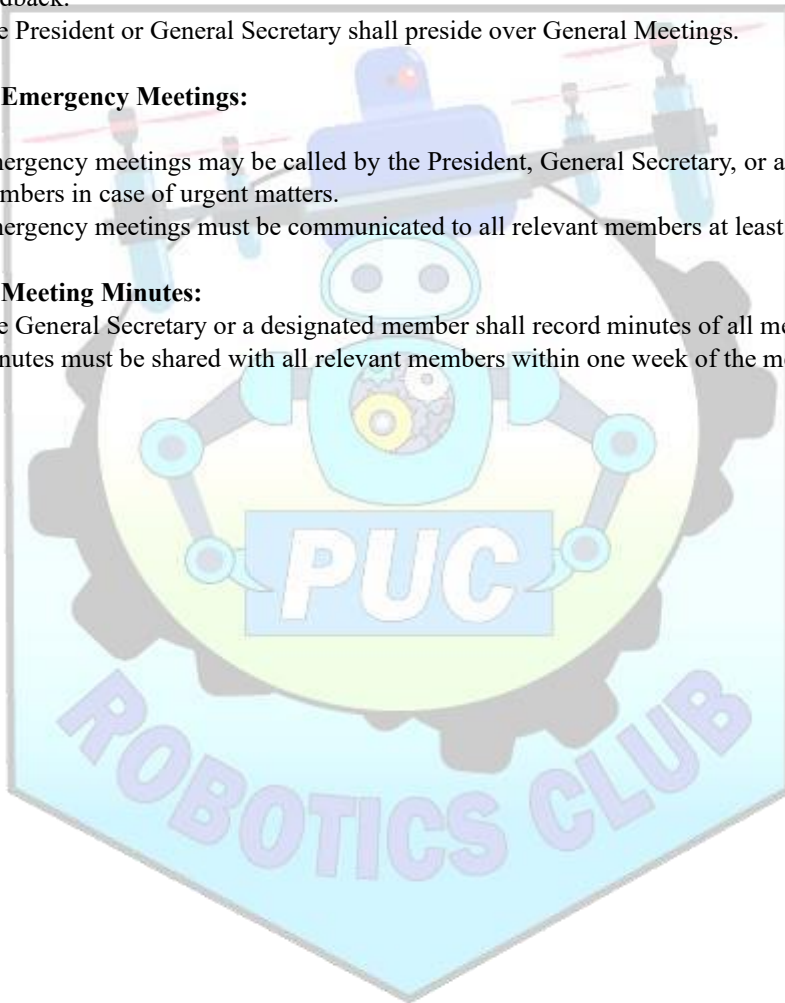
- A General Meeting of all club members will be held once every semester to provide updates and gather feedback.
- The President or General Secretary shall preside over General Meetings.

10.3 Emergency Meetings:

- Emergency meetings may be called by the President, General Secretary, or any three Executive Board members in case of urgent matters.
- Emergency meetings must be communicated to all relevant members at least 24 hours in advance.

10.4 Meeting Minutes:

- The General Secretary or a designated member shall record minutes of all meetings.
- Minutes must be shared with all relevant members within one week of the meeting.



Article 11: Ad Hoc Committee

11.1 Formation:

- An Ad Hoc Committee may be formed as needed to address specific issues, organize large scale events, or manage extraordinary circumstances.
- The committee must consist of an odd number of members to facilitate decision-making.
- The chief of the Ad Hoc Committee can call for EGM (Emergency General Meeting)

11.2 Composition:

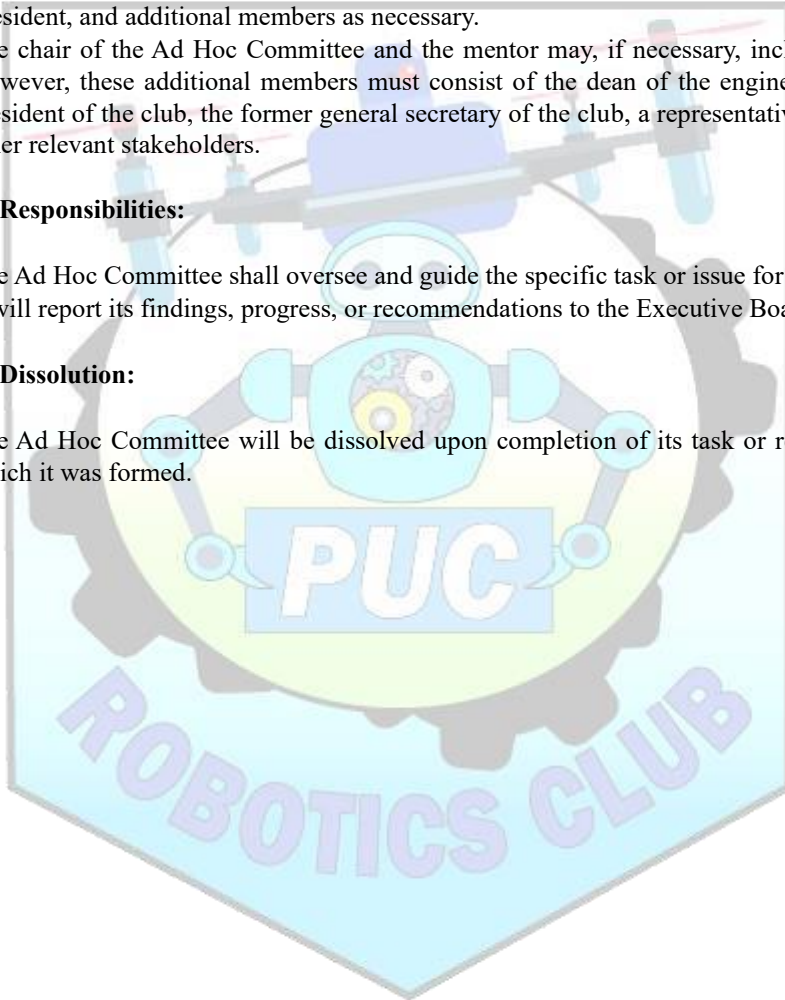
- The Chief of the Ad Hoc Committee shall be the Chairman of the EEE Department, who will also act as the mentor and advisor of the PUC Robotics Club.
- Members of the committee will include the current President, current General Secretary, former President, and additional members as necessary.
- The chair of the Ad Hoc Committee and the mentor may, if necessary, include additional members. However, these additional members must consist of the dean of the engineering faculty, the former president of the club, the former general secretary of the club, a representative from RoboLegacy, and other relevant stakeholders.

11.3 Responsibilities:

- The Ad Hoc Committee shall oversee and guide the specific task or issue for which it was formed.
- It will report its findings, progress, or recommendations to the Executive Board.

11.4 Dissolution:

- The Ad Hoc Committee will be dissolved upon completion of its task or resolution of the issue for which it was formed.



Article 12: Sub-Committees

12.1 Formation:

- Sub-committees may be formed by the Executive Board to address specific tasks, organize events, or handle specialized activities.
- Each sub-committee will have a designated leader appointed by the Executive Board.

12.2 Composition:

- Members of sub-committees will be selected from the general membership based on their skills and interests.
- The number of members in each sub-committee will be determined by the scope of the task or event.

12.3 Responsibilities:

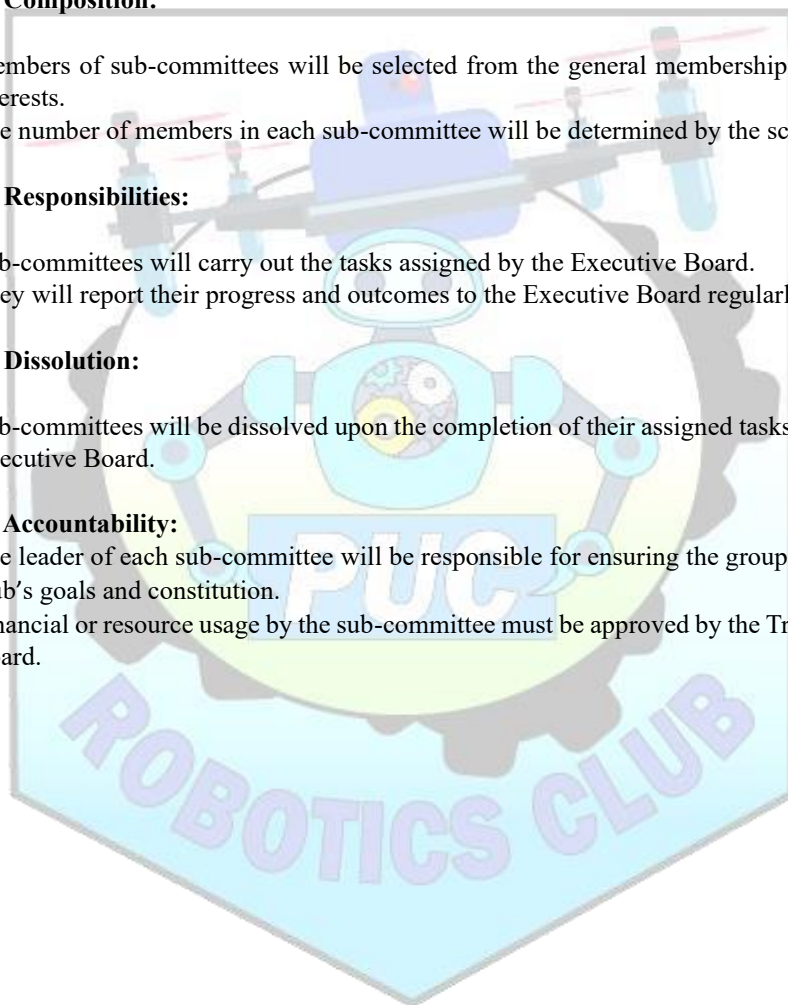
- Sub-committees will carry out the tasks assigned by the Executive Board.
- They will report their progress and outcomes to the Executive Board regularly.

12.4 Dissolution:

- Sub-committees will be dissolved upon the completion of their assigned tasks or at the discretion of the Executive Board.

12.5 Accountability:

- The leader of each sub-committee will be responsible for ensuring the group's activities align with the club's goals and constitution.
- Financial or resource usage by the sub-committee must be approved by the Treasurer and the Executive Board.



Article 13: Financial Management

13.1 Budgeting:

- An annual budget shall be prepared by the Treasurer in consultation with the Executive Board.
- The budget must include provisions for events, projects, workshops, and administrative expenses.
- The budget will be reviewed and approved by the Executive Board before implementation.

13.2 Funds and Accounts:

- All funds of the club shall be maintained in a designated bank account under the club's name.
- The account will be jointly operated by the Treasurer, the President, and the General Secretary.
- Transactions from the account will only be allowed with the approval of any two among the Treasurer, the President, and the General Secretary.

13.3 Income Sources:

- Membership fees.
- Donations from individuals or organizations.
- Event sponsorships and grants.
- Revenue from events or merchandise sales.

13.4 Expenditures:

- Expenditures must align with the approved budget.
- Any unbudgeted expense exceeding a pre-determined limit set by the Executive Board must be approved in advance by the Board.

13.5 Financial Reporting:

- The Treasurer shall prepare and present a financial report at the end of each semester.
- The report must include a detailed breakdown of income, expenditures, and remaining funds.

13.6 Audit:

- An internal audit of the club's finances will be conducted annually by a committee appointed by the Executive Board.
- The audit report will be shared with the members during the General Meeting.

Article 14: Memorandum of Understanding (MOU)

14.1 Purpose:

The MOU will establish formal agreements between the PUC Robotics Club and external organizations, sponsors, or academic bodies. The agreements must align with the club's goals and activities.

14.2 Approval Process:

- All MOUs must be reviewed and approved by the Executive Board before signing.
- The President, General Secretary, and Treasurer must jointly endorse the MOU on behalf of the club.

14.3 Terms and Conditions:

- The MOU must clearly define the roles, responsibilities, and expectations of all parties involved.
- The duration of the agreement and terms for renewal or termination must be specified.

14.4 Record Keeping:

- Copies of all signed MOUs will be maintained by the General Secretary.
- An updated record of active MOUs must be presented during the annual General Meeting.

14.5 Compliance:

- The club will ensure that all activities under the MOU comply with the constitution and policies of Premier University. Any conflicts arising from MoU will be addressed in consultation with the Executive Board and relevant parties.



Article 15: Amendments

AMENDMENTS must happen in the AGM. No other meeting will go for AMENDMENTS. If emergency amendments are needed, the President can call EGM (Emergency General Meeting).

15.1 Proposal of Amendments:

- Any member of the club can propose amendments to the constitution.
- Proposed amendments must be submitted in writing to the General Secretary for review.

15.2 Review Process:

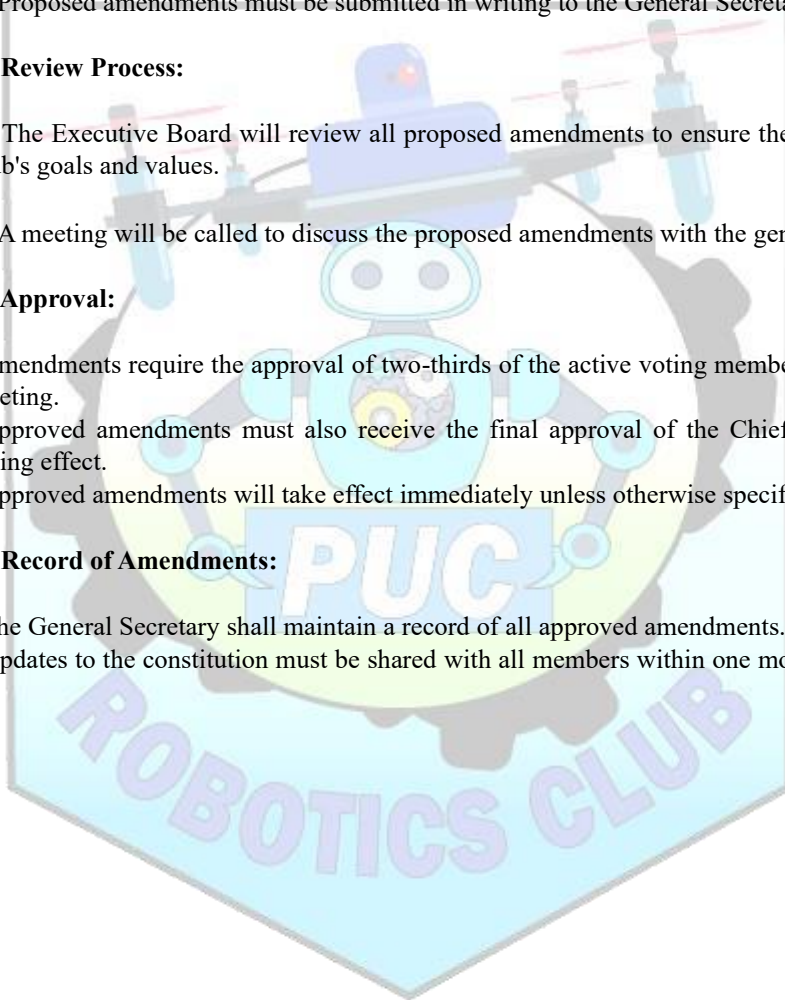
- The Executive Board will review all proposed amendments to ensure they align with the club's goals and values.
- A meeting will be called to discuss the proposed amendments with the general members.

15.3 Approval:

- Amendments require the approval of two-thirds of the active voting members present at the meeting.
- Approved amendments must also receive the final approval of the Chief Advisor before taking effect.
- Approved amendments will take effect immediately unless otherwise specified.

15.4 Record of Amendments:

- The General Secretary shall maintain a record of all approved amendments.
- Updates to the constitution must be shared with all members within one month of approval.



Article 16: Dissolution

16.1 Decision to Dissolve:

The decision to dissolve the PUC Robotics Club must be made with the unanimous agreement of the Executive Board and the approval of the Chief Advisor.

A General Meeting must be called to discuss the dissolution, with notice provided to all members at least 30 days in advance.

16.2 Handling of Assets:

Upon dissolution, all remaining funds and assets of the club shall be handed over to the Electrical and Electronics Engineering (EEE) Department or any other entity designated by the Chief Advisor.

16.3 Final Report:

The Treasurer shall prepare a final financial report, and the General Secretary shall document the club's activities and contributions prior to dissolution.

These reports must be submitted to the Chief Advisor and maintained as records by the EEE Department.

16.4 Communication:

All stakeholders, including members, sponsors, and partner organizations, shall be informed about the decision to dissolve the club and the process involved.

16.5 Revival:

In the event of a future need to revive the club, a proposal must be submitted to the EEE Department and approved by the Chief Advisor and Premier University administration.

THE END