

# CONSTITUTION OF THE COMPUTER SCIENCE AND ENGINEERING CLUB

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### ARTICLE I: NAME

The name of this organization shall be CSEC ASTU .where CSEC refers to computer science and engineering club and ASTU refers to Adama Science and Technology University

### ARTICLE II: PURPOSE

**Section 1:** The purpose of the CSEC ASTU Club shall be to promote interest in the fields of computer science and engineering among the student body of Adama Science and Technology University (ASTU).

**Section 2:** The CSEC ASTU Club shall provide opportunities for students to learn, develop, and apply their knowledge and skills in computer science and engineering. These opportunities may include, but are not limited to, guest lectures, workshops, hackathons, coding competitions, and networking events.

**Section 3:** The CSEC ASTU Club shall foster a sense of community and collaboration among its members, and encourage the exchange of knowledge, ideas, and experiences related to computer science and engineering.

**Section 4:** The CSEC ASTU Club shall operate in compliance with all applicable regulations and policies of ASTU, and shall promote the values of academic integrity, inclusiveness, diversity, and respect for all members.

**Section 5:** The purpose and activities of the CSEC ASTU Club shall be regularly reviewed and evaluated by the executive board, in consultation with the membership, to ensure that they remain relevant and aligned with the needs and interests of the club membership and the university community.

### ARTICLE III: MEMBERSHIP

**Section 1:** Membership in the CSEC ASTU Club shall be open to all students who are currently enrolled at Adama Science and Technology University (ASTU) and who have an interest in computer science and engineering.

**Section 2:** To become a member, a student must pass the entrance exam which is a problem solving competition with the choice of any programming language and express an interest in joining the club. The student must also abide by the club's code of conduct .

**Section 3:** Membership requirements and responsibilities shall be determined by the executive board and may include, but are not limited to, attending meetings, participating in club activities, and upholding the values and mission of the club.

**Section 4:** Membership shall not be denied on the basis of race, color, national origin, sex, religion, age, or disability. The CSEC ASTU Club is committed to promoting inclusiveness and diversity among its membership.

**Section 5:** Membership in the CSEC ASTU Club shall be terminated for any member who fails to meet the requirements and responsibilities of membership or who violates the club's code of conduct. The executive board shall have the authority to determine the appropriate disciplinary action, which may include suspension or expulsion from the club.

**Section 6:** Members who wish to resign from the club may do so at any time by submitting a written notice to the executive board.

#### **ARTICLE IV: MEETINGS**

**Section 1:** The CSEC ASTU Club shall hold regular meetings at a time and place determined by the executive board. The club shall hold a minimum of one meeting per week during the academic year, and additional meetings may be scheduled as needed.

**Section 2:** The meetings shall be open to all members of the club. A quorum of at least 50 percent of the membership must be present to conduct official business. but members don't need to attend every weeks meeting which is explicitly mandatory for all people in the executive position

**Section 3:** The agenda for each meeting shall be prepared by the executive board specifically by the vice president and shall include a call to order, approval of the minutes from the previous meeting, reports from the officers and committees, old topics, new topics, and any other items deemed necessary by the executive board or the membership.

**Section 4:** Special meetings may be called by the president, the executive board, or a petition signed by at least 25 percent of the membership. The purpose of the special meeting shall be clearly stated in the notice of the meeting, and no other topic shall be conducted.

**Section 5:** Minutes shall be taken at each meeting by the vice president or another designated member, and shall be available to all members upon request.

#### **ARTICLE V: EXECUTIVE OFFICERS**

**Section 1:** The CSEC ASTU Club shall have a minimum of five officers, including a president, a vice president, competitive programming division head, development division head and capacity building division head . Additional officers may be elected as needed to fulfill the responsibilities of the club.

**Section 2:** The officers shall be elected by a majority vote of the membership at the last meeting of the academic year. The newly elected officers shall assume their positions immediately following the election and shall serve for a term of one academic year.

**Section 3:** The duties of the officers shall be as follows:

(a) **The president** shall preside over all meetings, represent the club to external organizations, and oversee the activities and operations of the club.

(b) **The vice president** shall assist the president in their duties and assume the responsibilities of the president in their absence.

(c) **The competitive programming division head** shall lead and organize activities related to competitive programming, such as contests, practice sessions, and workshops. They may also be responsible for selecting and training team members for competitions, as well as coordinating with other clubs or organizations for joint events. Additionally, they may provide resources and guidance to members who are interested in improving their programming skills and participating in competitions.

(d) **The development division head** is responsible for leading and organizing activities related to software development. This may include managing projects, facilitating coding workshops, and mentoring members in software development skills. They may also be responsible for coordinating with other departments in the club to ensure that development activities align with the club's overall goals. Additionally, they may work to foster a collaborative and inclusive community among members interested in software development.

(e) Other officers, such as a social media coordinator, an event coordinator, or a subdivision heads, may be appointed by the president or by division heads with the approval of the membership. The duties of these officers shall be determined by the executive board.

**Section 4:** The executive board shall consist of the officers and may include additional members appointed by the president with the approval of the membership. The executive board shall be responsible for making decisions related to the day-to-day operations of the club and shall report to the membership at regularly scheduled meetings.

**Section 5:** The officers and executive board shall act in the best interests of the club and shall maintain confidentiality regarding any sensitive or confidential information related to the club or its members.

**Section 6:** An officer may be removed from their position by a two-thirds vote of the membership for failure to fulfill their duties or for violation of the club's code of conduct.

## **ARTICLE VI: ELECTIONS**

**Section 1:** Elections for officers shall be held at the last meeting of the academic year.

**Section 2:** At least two weeks prior to the election, the executive board shall issue a call for nominations for each officer position. Nominations may be made by any member of the club.

**Section 3:** Nominees must accept their nomination in writing or in person prior to the election.

**Section 4:** The election shall be by secret ballot. If there is only one candidate for a position, the vote may be taken by voice or show of hands.

**Section 5:** The candidate receiving the highest number of votes for each office shall be declared elected.

**Section 6:** In the event of a tie vote, a runoff election shall be held between the two candidates receiving the highest number of votes or may also be elected by the executive board depending on the situation.

**Section 7:** Newly elected officers shall assume their positions immediately following the election and shall

serve for a term of one academic year.

**Section 8:** If an officer resigns or is removed from their position before the end of their term, a special election shall be held to fill the vacancy. The procedures for the special election shall be determined by the executive board.

## **ARTICLE VII: AMENDMENTS**

**Section 1:** This constitution may be amended by a two-thirds vote of the membership present at any regular meeting, provided that notice of the proposed amendment(s) has been given in writing at least two weeks prior to the meeting.

**Section 2:** Any member of the club may propose an amendment to the constitution. The proposed amendment must be submitted in writing to the executive board at least four weeks prior to the meeting at which it will be considered.

**Section 3:** The executive board shall review the proposed amendment and make a recommendation to the membership at the meeting at which the amendment will be considered.

**Section 4:** The proposed amendment shall be read aloud at the meeting and shall be open for discussion and debate. The proposed amendment may be amended or modified by a majority vote of the membership present.

**Section 5:** A vote on the proposed amendment shall be taken at the meeting following the one in which it was proposed. The amendment shall be adopted if it receives a two-thirds vote of the membership present.

**Section 6:** Any amendment adopted in accordance with this article shall take effect immediately.

## **ARTICLE VIII: FINANCES**

**Section 1:** The CSEC ASTU Club shall maintain accurate financial records and shall operate within a budget approved by the executive board.

**Section 2:** The treasurer shall be responsible for collecting and disbursing funds, maintaining financial records, and preparing financial reports for the executive board and the membership.

**Section 3:** All funds collected by the club shall be used solely for the benefit of the club and its members. No portion of the funds shall be distributed to any member, officer, or advisor of the club, except for reimbursement of expenses incurred on behalf of the club.

**Section 4:** Any fundraising activities conducted by the club shall be approved in advance by the executive board, and all funds raised shall be deposited in the club's account.

**Section 5:** The club's financial records shall be open for inspection by any member of the club upon request.

**Section 6:** The executive board shall review the club's financial status at each meeting and shall report to the membership on the financial status of the club.

**Section 7:** The annual budget shall be prepared by the executive board and shall be submitted to the

membership for approval at the first meeting of the academic year.

**Section 8:** Any expenditures not included in the approved budget must be approved by a two-thirds vote of the membership present at a regular meeting.

**Section 9:** In the event that the club is dissolved, any remaining funds shall be donated to a non-profit organization as determined by the executive board and approved by a majority vote of the membership.

## **ARTICLE IX: CODE OF CONDUCT**

**Section 1:** Members of the CSEC ASTU Club shall conduct themselves in a manner that reflects positively on the club and the university.

**Section 2:** Members shall treat each other with respect and shall not engage in behavior that is discriminatory, harassing, or threatening.

**Section 3:** Members shall not engage in any activity that violates university policies or local, state, or federal laws.

**Section 4:** Members shall not use the name or resources of the club for personal gain or for any purpose other than those approved by the executive board.

**Section 5:** Any member who violates this code of conduct may be subject to disciplinary action, including but not limited to suspension or expulsion from the club.

**Section 6:** Any member who witnesses a violation of this code of conduct should report the incident to a member of the executive board.

**Section 7:** The executive board shall review any reports of violations of this code of conduct and shall take appropriate action as necessary.

**Section 8:** Any member who is subject to disciplinary action may appeal the decision to the executive board.

## **ARTICLE X: DISSOLUTION**

**Section 1:** In the event that the CSEC ASTU Club is dissolved, all remaining assets of the club shall be distributed to a non-profit organization as determined by the executive board and approved by a majority vote of the membership.

**Section 2:** Any debts or liabilities of the club shall be paid in full before any distribution of assets is made.

**Section 3:** The dissolution of the club shall be effective upon approval of a resolution to dissolve by a two-thirds vote of the membership present at a regular meeting of the club.

**Section 4:** In the event that the club is dissolved, the executive board shall be responsible for the orderly winding up of the affairs of the club, including but not limited to the payment of any outstanding debts or liabilities, the distribution of club assets, and the filing of any necessary reports or documents.

**Section 5:** Upon completion of the winding up of the affairs of the club, the executive board shall submit a final report to the membership.