

**Indian Institute of Information Technology,
Sri City, Chittoor, Andhra Pradesh 517646**

Office of the Students Activities

CONSTITUTION

Programming Club

ARTICLE I: NAME

The name of this Club shall be Programming Club.

ARTICLE II: PURPOSE

The purpose of Programming Club is

- (a) To develop better coding culture.
- (b) To equip students with various web development frameworks.
- (c) Organise coding competitions and hackathons.
 - Promoting team work and team projects.
- (d) Promoting various domains of programming and design.
- (e) To tell the importance of digital footprint.
- (f) To promote peer learning.
- (g) To encourage contributions to non-profit and open source communities.
- (h) Understanding and working of global forums (like Stack Overflows)

ARTICLE III: MEMBERSHIP

Section 1. Membership is open to all full-time students of IIIT Sri City.

Section 2. Voting membership is limited to those members who attend two or more consecutive meetings.

Section 3. All clubs will have a minimum membership of 8 full-time students.

ARTICLE IV: OFFICE BEARERS AND THEIR DUTIES

Section 1. Officers of the organisation shall consist of President, Vice President, Secretary and Treasurer.

Section 2. Term of office shall be one academic year beginning at the registration or first meeting and ending when the new officers are elected and take office.

Section 3. Duties of the president

- (a) The President shall be the Chief Executive Officer of the Programming Club and shall preside at all Programming Club meetings. The President is responsible for agenda setting and for preparing the vice-president to preside in your absence.
- (b) The President shall vote at the meetings only in the event of a tie.
- (c) The President shall be the official representative of the Programming Club when such a representation is necessary.
- (d) (OPTIONAL) The President shall appoint such committees as in his judgement will benefit the Club when such a representation is necessary.
- (e) **Evaluating**- on-going analysis of club meetings and operation leads to continuous improvement in the club. Take feedback from your advisors and members to develop ways to improve meetings, projects, and attendance.
- (f) **Goal setting for results**- goals must be clear and attainable. In the end, your satisfaction will come from the knowledge that your club was active on all fronts and clearly improved during the year.
- (g) **Monitoring**- continuously monitor the club's progress toward goal accomplishment and the activities and responsibilities of all officers and appointees.
- (h) **Presiding**- make certain that each club meeting is well planned and organized, flows smoothly, ends on time, and that each member has fun and experiences fellowship.
- (i) **Problem solving**- make it apparent that you are concerned about your club and willing to help. Seek input and explore alternatives before making important decisions.

Section 4. Duties of the Vice President

- (a) The Vice President shall assume all duties of the President in the President's absence or disability.
- (b) The Vice President shall aid the President in his duties if called upon to do so.
- (c) Make sure that attendance is taken at every meeting.

- (d) Keep a personal record of each club member.
- (e) Attend meetings of the clubs / groups as ex-officio member and advisor.
- (f) Collect all of the monthly reports of the clubs / groups and submit them to the secretary.
- (g) Receive all materials and possible help from the past vice-president of your club.
- (h) Talk to prospective members of the Programming club, and help them decide whether or not to join.
- (i) Conduct an educational program for new members.
- (j) Work with the new vice-president and help him/her prepare to take over your job next year.

Section 5. Duties of the Secretary

- (a) The Secretary shall keep complete and accurate records of all the meetings of the Programming Club and submit those minutes to the Office of Student Activities and the Registrar's Office.
- (b) The Secretary shall conduct correspondence as the President requests.
- (c) **Reporting-** you bear ultimate responsibility for meeting the reporting requirements of the Programming club.
- (d) Keep the club materials organized and these items on file:**
 - Inventory of all Programming club property
 - Club bylaws
 - Minutes of all regular club meetings
 - Names and addresses of present Programming club members
 - List of club / groups office bearers and members
 - Club's / groups achievement reports
 - Club's / group periodic reports
- (e) Collect the reports.
- (f) Submit report to the president.
- (g) Maintain a roster of club members. Be sure to send any updated contact information to the administrator.
- (h) Maintain a complete club member roster and produce a club membership roster, electronic or printed version.
- (i) Collect and maintain the following information for each member:
 - ❖ Member's full name, home address, phone and e-mail
 - ❖ Preferred communication method: e-mail, texting, phone
 - ❖ Date of birth
 - ❖ Date he/she joined Programming club

- ❖ Committee assignments and offices held in Programming club
 - ❖ Service project interests
 - ❖ Personal interests
 - ❖ Club's / groups interests
- (j) Make sure that attendance is taken every meeting.
- (k) Record the following about each regular Programming club meeting:
- ❖ Number of members present
 - ❖ Names of those absent
 - ❖ List of guests attending
 - ❖ Presiding officer
 - ❖ Speaker and subject
 - ❖ Club / group reports, written and oral
 - ❖ Announcements
 - ❖ Any motions or decisions acted upon by the membership
- (l) Secretary has to take the additional responsibility of Treasurer in case of absentees/unavailability of Treasurer.

Section 6. Duties of the Treasurer

- (a) The Treasurer shall be the custodian of all funds of the Programming Club.
- (b) The Treasurer shall sign all Purchase Orders and disburse funds in accordance with the procedures established.
- (c) Keep an itemized account of all receipts and expenditures and make reports as directed.

ARTICLE V: IMPEACHMENT, BY-LAWS and AMENDMENTS

- (a) This section is reserved for the by-laws that are necessary for the orderly operation of this Club. This section is also reserved for any constitutional amendments.
- (b) Your constitution may be amended only by a 2/3 majority vote of membership and upon ratification by the Office of Students Activities.
- (c) The removal of the Office bearers is done only by a 2/3 majority vote of membership and presided over by the faculty advisor for the club.[The notice for the same will given five days in advance before the procedure takes place.]

- (d) All members shall receive advance notice of the proposed amendment at least five days before the meeting. [The time may be extended to the following meeting.]
- (e) Quorum – A quorum shall consist of [example: two-thirds (2/3)] of the membership. [The number required should be small enough to ensure that a quorum will usually be present but large enough to protect the club against decisions being made by a small minority.]