

# **BYLAWS OF**

## **SDITS – CSE CULTURAL CLUB**

**1. Name of the Club:**

The Club shall be known by the name SDITS – CSE CULTURAL CLUB.

**2. Objective of the Club:**

The Club shall strive for encouraging and inculcating interest in various facets of culture amongst students of CSE dept.

**3. Activities of the Club:**

- Organizing cultural events for the participation of students like Cultural Program, Music, Dance, Social Work, Sports etc.
- Inviting eminent personalities to motivate students towards our objective.

**4. Life of the Club:**

The Club is deemed to be constituted from 19 November, 2020 and will continue in perpetuity.

**5. Member of the Club:**

All the current/running year students of CSE dept. who are interested in the activities of the club can become its member by paying Registration Fee and the members is required to renew their membership every year. (Registration Fee should be paid at the time of first registration only). The membership of the club, after leaving SDITS, will automatically cancel.

**6. Executive Committee of the Club:**

The members of the executive committee will be selected by the selection committee formed by the Principal, SDITS. The members of the selection committee are Dean Academics, HOD – CSE & 2 faculty

members of the CSE dept. The member of the club having good cultural and academic background will be given preference in the executive committee.

#### **7. Posts of executive committee:**

There will be

- One Faculty Coordinator
  - One Faculty Co-Coordinator
  - One President
  - One Vice President
  - One Secretary
  - Two members.
- } — Student member of the Club

#### **Duties of President**

- Provide supportive leadership.
- Preside over meetings.
- Develop Annual Action Plan including budget.
- Perform club administration.
- Train and educate your club.
- Plan strategy and set goals.

#### **Duties of Vice President**

- Preside over club and board meetings when the President is unavailable.
- Support club assemblies
- Work with President to create a budget and manage club finances
- Develop a safe environment for youth participants

#### **Duties of Secretary**

- Prepare the agenda for club meetings in consultation with the President.
- Make arrangements including venue, date, times and hospitality for club meetings.
- Send adequate notice of the meetings.

- Take the minutes of meetings.
- Write up the minutes as soon as possible after the meeting.
- Read, reply and file correspondence promptly.
- Prepare the annual report.
- Maintain registers of members' names and addresses and sponsors.
- Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
- With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
- Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

### **Duties of Members**

- Attends meetings and events regularly; no one had the right to "grumble" if not in attendance.
- Fulfills the duties of membership, which include encouraging friends or associates to join each year to sustain the club for future generations. Be willing to fulfill responsibilities as well as exercise rights.
- Keeps the purpose of the club in mind. If certain goals or methods appear to be outmoded, take the necessary steps to update them.
- Conserves club's financial resources. Keep expenses under control.
- Prepare for each meeting.
- Promotes a spirit of teamwork. Don't let your club be crippled by a membership that splinters into uncooperative or hostile cliques.
- Resolves differences. Be a peacemaker – when misunderstandings, disputes and clashes arise, help to clear the air by trying to reach a peaceful accord.
- Respects other club members. Give other appreciation and cooperation.

**8. Term of the Executive Committee :**

The tenure of the executive committee members will normally be for one year and the new executive committee will assume office in the first week of commencement of classes. The members of the outgoing executive committee are eligible for re-nomination.

**9. Duties of the Executive Committee:**

The executive committee will be required to plan the activities of the club under intimation to all the members and will also be responsible for coordination and smooth functioning of the club. Accounts of the expenditures should be maintained by Faculty Coordinator.

The executive committee will ensure that meeting of the club is held at least once in every month on the date and time as decided by the executive committee members in their first meeting. The minutes of the meeting should be recorded and shall form part of the report of the executive committee. The copy of minutes is required to submit to the HOD – CSE

**10. Amendments and Additions to Rules:**

These bylaws can be amended on proposal of the executive committee approved by the Principal if there will be any need to change for the betterment of the students.

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