



CLUB CONSTITUTION

PREAMBLE

The Constitution aims at establishing standard procedures and code of conduct to be followed in the Club, emphasising the major values that the club embodies and to establish continuity in the functioning of Club from year to year. The Constitution shall be guiding spirit for the Club and its members in its functioning.

PART-1

Vision, Name and Character of the Club

1(a). The vision of club is to *“To sustain and nurture the enthusiasm of students of NIT Rourkela about civil engineering and facilitate their professional growth”*. The club aspires to act as a forum for students to engage in technical activities and become industry-ready individuals. It envisions metamorphosis of students into passionate and proud engineers viewing civil engineering as a glorious craft rather than a dull job.

1(b). All the activities of the club shall be oriented to achieve the said objective. The emphasis would be on kindling the enthusiasm of the members, dissemination of knowledge and creating awareness shall be secondary to it.

1(c). The club shall strive to impart to its members skills mandatory for a career in civil engineering. It would position itself as a support mechanism for students to get oriented towards an industry job.

1(d). The name of the club shall be *‘Civil Engineering Students’ Technical Club’*, called in short as *‘CEST’* club. The name, motto and logo of the club shall depict the vision as mentioned in 1(a).

1(e). All the activities of the club shall be technical in nature. Activities shall aim at making a broad section of people, inside and outside the club, to be aware of possibilities and opportunities in civil engineering.

1(f). The club shall specially focus on strengthening the proficiency of the members in the fundamentals of civil engineering. The activities shall also highlight the interactions between different fields of knowledge, within and outside civil engineering, thereby imparting a holistic view of engineering to the students. The club shall thus complement the knowledge earned by students through classroom efforts.

PART-2

Organizational Structure, Roles and Hierarchy

2(a). The Club shall have a Core Committee (CC) which shall be responsible for the functioning of the Club. The Core Committee shall have 5-7 members, one of whom will be the Convenor.

2(b). The members of the Club shall work in teams formed as per the requirements of Club activities, which shall be clubbed under few divisions like Resource Generation, Events, Seminars &

Workshops, Innovative Projects and Magazine & Artistic Creation. Each of these Division will be monitored by a member of the Club who will be the Division In-Charge.

3(c). The Core Committee shall be constituted from the Division In-Charges. The Convenor shall not be In-Charge of any division as he/she would be required to monitor the entire spectrum of Club activities.

3(d). Each team under a division shall have a head/team leader who would be responsible for the work under the team. The Division In-Charges would be responsible for monitoring and guiding the team leaders.

3(e). The CC shall take all decisions regarding the Club. All decisions would be made only after discussion in the CC. In case of lack of unanimity in taking decisions, the decision shall be taken by the majority view of the CC. In the event of any further conflict or confusion, the Convenor would make a decision based on the discussions of CC. The Convenor shall be responsible for convening CC meetings and taking decisions. The Convenor would also be responsible for liaising with the Faculty Advisor and officials of Institute.

3(f). All financial transactions shall be decided by the CC and the entire CC shall be responsible for utilisation of finances. The CC would maintain a regular record of the financial transactions of the Club and get the approval of Faculty advisor for every expense. The Convenor shall maintain the records of activities, meetings under the Club and also the finances.

3(g). The Convenor shall be the first among equals and the CC members themselves would only be on par with other members of the Club and shall enjoy no privileges in the Club.

3(h). In special cases the CC shall invite any team leader to its meetings as a special invitee if his/her decision is deemed to be beneficial.

3(i). In case of any dispute regarding the functioning of the Club or non-compliance of the Club members to the Constitution, the Faculty Advisor shall be the final deciding authority.

Part- 4

Membership of the Club and Selections

4(a). The Members of the Club would be inducted via a thorough mechanism of test, interviews etc. All members of an upcoming year would be selected based on their participation in club events, performance in a test and/or interview. The selection shall be through a transparent system of evaluation and shall be conducted by the CC of the current year.

4(b). The Selection of CC members would be made from among the active members of the club and the selection procedure shall evaluate their participation in the Club, abilities, personality and attitude and vision for the Club.

4(c) The Induction of new members of the Club shall be done based on their skills and personality. [The skills may be tested through a technical/aptitude test and the personality may be evaluated via a psychometry test.]

4(d). The candidates selected for CC would undergo a Leadership Transition program which would groom them for the work in the upcoming year, inform all the procedures and details involved in conducting events. The Convenor shall be chosen after the Leadership Transition programme.

4(e). The selection of members has to be ratified by the Faculty Advisor.

4(f). CEST will allow non-members to take part in its Projects, especially if manpower is required. Such 'associates' will not be considered as full time members but can participate in the work within their team and their effort and participation shall be acknowledged by a certificate.

4(g). Any associate shall work in CEST projects only by applying to the CC which has to approve the associateship based on their capability and/or the need of the Project

Part- 5

Mandatory practices

5(a). The CC shall disclose the Financial statement of Club on a monthly basis in the website of the Club and also to the Faculty advisor.

5(b). The CC shall present a quarterly report on its activities to the members of the Club and the Faculty Advisor.

5(c). The members of the Club have to send a brief monthly report on their activities in the Club to the CC in the last week of every month.

5(d). The CC shall maintain a detailed record of all its expenses and shall maintain a record of copies of bills so as to keep the finances transparent.

5(e). The Club shall issue certificates to all its members at the end of the academic year. There shall be no discrimination between CC and other members and all shall receive the same certificate of membership. The Associates shall also be recognized by presenting certificates of appreciation.

Part- 6

Code of Conduct

6(a). No Prize Money- All Prizes from CEST will be valuables- books or related things and not cash prizes or fashion, luxury utilities etc. The prizes have to be professional and meaningful and should signify the culture of the Club.

6(b). Fairness in Functioning- All expenses of CEST will be carefully recorded, and publicly auditable. There will be no secrecy in functioning of the club and the CC shall ensure that each paise is spent usefully.

6(c). Non-Discriminatory Clause- the Club, especially the CC will not discriminate its members and associates in the name of region, gender, language, seniority or any other such terms. The Club shall treat everyone as the same, value the ideas and opinions of each member and shall have a culture of co-operation, tolerance in times of conflicting opinions, and a result oriented working style.

6(d). The Club shall constantly try to innovate and hence the events conducted in a year will not be repeated, unless with major changes or improvement, in the ensuing year. This applies to the marquee events in Techfest etc. too.

6(e). CEST values participation and effort more than capability and success. CEST members would be required to participate regularly in the Club activities and assume different roles- sometimes as a leader and sometimes as a member- with equal elan.

Part-7

Amendment of Constitution

7(a). The Constitution shall be amended by setting up an amendment team which shall prepare a draft of amendment and discuss it with entire membership of Club. The final draft shall be approved only in a General Body Meeting of the Club. The amendments must have the approval of the Faculty advisor. The CC shall be responsible for the entire process and shall be answerable to Faculty Advisor on anything in this regard.

8(b). The duration between the setting up of the amendment team and the approval of the amendment should at least be 1 month.

*****CONCLUDED*****